

Abandoned Vehicle Titling Manual



**State of Missouri
Department of Revenue
Driver and Vehicle Services Bureau**

January 2005

ATTENTION TOWERS!! NEW LEGISLATION

Senate Bill 1233, which went into effect January 1, 2005, establishes standards for towing companies. Enclosed is the revised ABV Manual which outlines the procedures to follow for abandoned vehicles.

Following is a detailed summary of the provisions of Senate Bill 1233:

- 1. STANDARDS FOR TOWING COMPANIES** - This act provides that towing companies performing tows of abandoned vehicles pursuant to Sections 304.155 (law enforcement requested tows) and 304.157 (nonconsensual private property tows) shall meet the following requirements:

NOTE: Second, third, and fourth-class counties are exempt from the towing standards section.

- A. Have a verifiable business address or storefront;
- B. Have a fenced, secure, and lighted storage lot or an enclosed, secure building for the storage of vehicles;
- C. Be available 24 hours a day, 7 days a week;
- D. Maintain an insurance policy or other form of security in the amount of \$500,000 per incident;
- E. Provide worker's compensation for all employees, if required to do so by law; and
- F. Maintain current motor vehicle registrations on all the tow trucks within the towing company's fleet (Section 304.154, RSMo).

- 2. TOWER ONLINE ACCESS TO DEPARTMENT RECORDS** - This act modifies the towing statutes to allow towers to access the department's records online to determine the latest owner and lienholder of record for the abandoned property that was towed. If the vehicle has not been claimed within 10 days of the tow, the tower must notify the owner and lienholder of record. Providing the tower with immediate online access will expedite this notification process since they will no longer have to wait for law enforcement to submit the tow report to the department and for the department to provide the tower with the owner/lienholder information. (Sections 304.155.6 and 304.157).

NOTE: To have online access, the tower must have an account number and security access code assigned to them by the department. To receive an account number and access code, the tower may request an information packet/application by calling the Dealer Licensing Section at (573) 751-8343 or <http://dor.mo.gov/mvdl/motorv/liendeal>. THERE IS NO FEE FOR THE ONLINE ACCESS.

- 3. KANSAS CITY AND ABANDONED PROPERTY** - This act allows Kansas City to adopt, by ordinance, regulations for the removal and sale of abandoned property by requiring:

- A. The city to search the department's records to determine ownership of the abandoned property;
 - B. Notification to the owner/lienholder by mail advising of the towing and impoundment of the abandoned property;
 - C. Vehicles older than six years and more than 50 percent damaged by collision, fire, or decay and have a fair market value of less than \$200, must be held at least 10 days after the notice is sent before being sold to a licensed salvage or scrap business on an *Abandoned Property Bill of Sale* (DOR-4579); and
 - D. All other vehicles must be held at least 30 days after the notice is sent before being sold on an *Abandoned Property Bill of Sale* (DOR-4579).
- 4. LAW ENFORCEMENT TOWS** - This act authorizes a law enforcement officer to remove property abandoned on the right-of-way of an interstate highway in an urbanized area, (which is left unattended for 4 hours, instead of 10 hours) if the law enforcement officer determines that the abandoned property is a serious hazard to other motorists. The act also authorizes a law enforcement officer to remove property abandoned on the right-of-way of an interstate highway outside of an urbanized area, (which is left unattended for 4 hours, instead of 48 hours) if the law enforcement officer determines the abandoned property is a serious hazard to other motorists (Section 304.155, RSMo).
- 5. SELLING ABV'S FOR DESTRUCTION** – A towing company must comply with the notification requirements; the notification must indicate that any ABV remaining unredeemed after 30 days may be sold as scrap property. A tow company may sell the ABV to a scrap metal operator or a licensed salvage dealer for destruction on a bill of sale. The bill of sale must state the ABV is being sold for destruction purposes only, if no satisfactory arrangements have been made with the tow company for continued storage, and the owner/lienholder has not requested a hearing as provided in section 304.156 of RSMo. The towing company shall forward a copy of the bill of sale, provided to the scrap metal operator or licensed salvage dealer, to the department within two weeks of the date of sale.
- 6. RECORD KEEPING REQUIREMENTS** - Towing companies shall maintain records for three years on any ABV towed and not reclaimed by the owner. Such records must contain:
- A. Information regarding the authorization to tow;
 - B. Copies of correspondence with the department; and
 - C. Information concerning the final disposition of the ABV.

For ABV's sold on a bill of sale for destruction purposes only, the tow company must also keep the following information for three years:

- Year, make, vehicle identification number,
- Date of sale,
- Name of the purchasing scrap metal operator or licensed salvage dealer, and
- Copies of all notification letters to the owners/lienholders and drivers.

A towing company shall not remove an ABV from private property without first obtaining written authorization from the property owner, except when authorized by a law enforcement agency. The towing company must maintain all written authorizations for at least one year from the date of authorization.

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DEFINITIONS

The law defines a towing company as "any person or entity which tows, removes, or stores abandoned property".

Abandoned property (ABV) is defined as "any unattended motor vehicle, trailer, all-terrain vehicle, outboard motor or vessel removed or subject to removal from public or private property" as provided in sections 304.155 and 304.157, RSMo, whether or not operational.

ABVS SUBJECT TO TOWING FROM PUBLIC PROPERTY

Section 304.155, RSMo, allows any law enforcement officer within the officer's jurisdiction, or an officer of a federal, state, or local government agency where that agency's real property is concerned, to authorize a towing company to remove an ABV to a place of safety when:

1. Left on the right-of-way of:
 - Any interstate highway, state highway, or freeway in an urbanized area, left unattended for 10 hours or after four hours if a law enforcement officer determines that the ABV is a serious hazard to other motorists; or
 - Any interstate highway, state highway, or freeway outside of an urbanized area, left unattended for 48 hours or after four hours if a law enforcement officer determines that the ABV is a serious hazard to other motorists.
2. Left on any highway or bridge that obstructs the normal movement of traffic, and there is no indication that the person in control of the property is arranging for its immediate control or removal.
3. Reported stolen or taken without consent of the owner.
4. The person operating such property was arrested, taken into custody, and was unable to arrange for the property's timely removal.
5. The owner has an outstanding traffic or parking violations related to any other state law or local ordinance.
6. Left unattended and is in violation of a state law or local ordinance where signs are posted giving notice of the law or where the violation causes a safety hazard.

**ABV's TOWED
FROM PRIVATE
PROPERTY WITH
LAW
ENFORCEMENT
AUTHORIZATION**

7. Left on the "waters of this state" (as defined in Section 306.010 (9), RSMo) where it is obstructing the normal movement of traffic, or where it is unattended for more than 10 hours or floating loose on the water.

The Missouri Department of Transportation may immediately remove any abandoned, unattended, wrecked, burned, or partially dismantled property, spilled cargo or other personal property from the roadway of any state highway if the ABV, cargo, or personal property is creating a traffic hazard because of its position in relation to the state highway.

Commercial motor vehicles not hauling waste designated as hazardous under Title 49, Section 5103 (a), United States Code, may only be moved after the owner or owners representative has had a reasonable opportunity to contact a towing company of his or her choice.

An ABV can be removed at the request of the owner, lessee, or property/security manager of the private property, if a vehicle or unit was abandoned on this property without consent, by contacting any member of law enforcement within his or her jurisdiction. The appropriate law enforcement officer may authorize a towing company to remove the ABV if:

- Left unattended for more than 48 hours, **or**
- After four hours a law enforcement officer determines that the ABV is a serious hazard to other motorists; **or**
- It is a safety hazard or interferes with the use of the private property as determined by a law enforcement officer.

NOTE: Any local government agency may authorize the towing of motor vehicles from private property for vehicles that are junk, scrapped, disassembled, or otherwise harmful to the public health under the terms of their local ordinance.

**ABV'S TOWED
FROM PRIVATE
PROPERTY
WITHOUT LAW
ENFORCEMENT
AUTHORIZATION**

When present, the owner, lessee, or property/security manager of the private property may authorize an ABV to be removed without law enforcement authorization when parked in a restricted/assigned area if:

NOTE: A property/security manager must be a full-time employee of a business entity.

1. A sign not less than 17 by 22 inches in size is displayed in plain view of all entrances to the property. The sign must:
 - Contain lettering not less than one inch in height;
 - Prohibit public parking and indicate that unauthorized ABVs parked in a restricted/assigned area will be removed at the owner's expense;
 - Disclose the maximum fee for all charges related to towing and storage;
 - Contain the telephone number of the local law enforcement agency or a 24-hour emergency hotline which the owner of the ABV may call to receive information regarding the location of the ABV.
2. The ABV is left unattended on owner occupied **residential property** with four residential units or less, the appropriate law enforcement agency has been notified, and **10 hours** have elapsed since that notification; or
3. The ABV is left unattended on **private property**, the appropriate law enforcement agency has been notified, and **96 hours** have elapsed since that notification.

A general agreement between a business/individual and a towing company to tow vehicles at their discretion is **not acceptable**, except in the case of an ABV parked within 15 feet of a fire hydrant or in a fire lane designated by a fire department or the state fire marshal.

NOTE: Any city, town, or village within this state may prohibit by ordinance, the storage of inoperable vehicles or other vehicles deemed by such city, town, or village to constitute a public safety hazard. This does not apply to a vehicle which is completely enclosed within a locked building or locked fenced area and not visible from adjacent public or private property, nor to any vehicle upon the property of a business licensed as salvage, swap, junk dealer, towing, or storage facility so long as the business is operated in compliance with its business license and the property is in compliance with applicable zoning ordinances.

LAW ENFORCEMENT/ GOVERNMENT AGENCY REQUIREMENTS

Law Enforcement Authorized Tows

Any law enforcement, federal, state, or local government agency authorizing an ABV to be towed from public or private property must complete and sign the *Crime Inquiry and Inspection Report/Authorization to Tow* (DOR-4569), Exhibit A.

- **State or federal government agencies**, other than a law enforcement agency, must submit a completed DOR-4569 to the Missouri State Highway or Water Patrol within two hours of the tow.
- **Local government agencies**, other than a law enforcement agency, must submit a completed DOR-4569 to the local law enforcement agency within two hours of the tow.

If the tow was authorized due to an accident, and law enforcement does not complete the DOR-4569 at the time of tow, it must be completed within five days of the accident if the vehicle has not been retrieved. The DOR-4569 must include:

1. Reason for the tow;
2. Accident site from which the vehicle was towed; and
3. Name of the authorizing agency.

The law enforcement agency that authorizes the towing of the ABV or was properly notified by another government agency of such towing must:

1. Make an inquiry with the National Crime Information Center (NCIC) and any statewide Missouri law enforcement computer system to determine if the ABV has been reported stolen and to determine ownership;
2. Enter the ABV information into the Missouri Uniform Law Enforcement System (MULES).
3. Send written notification of the tow to the registered owner and any lienholder within five days of the tow. If a government agency authorized a tow, they must send the above written notification. The notice must include the fact the property was towed, the grounds for removal, and the place where the property is being stored. A copy of the notice must be given to the operator of the vehicle storage facility.

TOW COMPANY REQUIREMENTS

4. Submit the DOR-4569 to the department, on any ABV that remains unclaimed, after 10 days of the tow for any tow company **without** online access to the department's records.

NOTE: The towing company in possession of the ABV who do not have online access to the department's records must notify the appropriate law enforcement agency if the ABV remains unclaimed after 10 days of the tow.

5. Issue appropriate copies of the DOR-4569 to the towing company.

Private Property Tows

For tows that were **not** authorized by law enforcement, an *Abandoned Property Report* (DOR-4669), Exhibit B, must be submitted to law enforcement from the tow company. After receipt of the DOR-4669 law enforcement must:

1. Make an inquiry with NCIC and any statewide Missouri law enforcement computer system to determine if the ABV has been reported stolen and to determine ownership;
2. Enter the ABV information into MULES;
3. Complete and sign the law enforcement section of the DOR-4669; and
4. Provide the tow company with a signed copy.

Law Enforcement Authorized Tows

For tows authorized by law enforcement, tow companies with online access to the department's records must check the department records for owner and lienholder information if the vehicle has not been claimed within 10 days of the tow.

NOTE: To access the department's records online, see Section 6.

If the tow company does not find owner or lienholder information using the online record lookup, the tow company must send a copy of the completed "no record" screen from the online record search and a copy of the DOR-4569 to the department.

NOTE: If the ABV is not claimed after 10 days and the tower **does not** have online access to the department's records, the law

enforcement agency must forward the DOR-4569 to the department.

Private Property Tows

The owner, lessee, or property/security manager of private property that requests a towing company to tow an ABV without law enforcement authorization must complete a DOR-4669 at the time of tow. The DOR-4669 shall be considered a legal declaration subject to criminal penalty pursuant to Section 575.060, RSMo.

Any towing company that tows an ABV from private property **without** law enforcement authorization must deliver a copy of the DOR-4669 to the jurisdictional law enforcement agency from where the ABV was towed. This must be done within two hours if the tow was made from a location displaying a sign (see page 1-4), otherwise the DOR-4669 must be delivered within 24 hours of the tow.

If the towing company has online access to the department's records they shall make an online record look-up to determine the ABV's owner and lienholder. Within five working days the towing company must send written notification of the tow to the registered owner and any lienholder. The notice must include the fact the property was towed, the grounds for removal, and the place where the property is being stored. A copy of the notice must be given to the operator of the vehicle storage facility.

NOTE: If the towing company does not have online access, they must obtain the name of the owner/lienholder from the law enforcement section of the DOR-4669.

If the ABV is not claimed after ten days from the date of the tow the tower must:

1. Notify the owner/lienholder by certified mail of intent to title the ABV by using the *Vehicle Owner and Lienholder Notification* (DOR-4577), Exhibit C; or
2. Send a copy of the DOR-4669 and a copy of the "no record" screen to the department for further research **only** if there is no owner/lienholder information available. The department will notify the towing company of its search results. The towing company must notify the owner/lienholder of their intent to title within ten days of receiving the letter from the department.

NOTE: If the towing company does not have online access, they must submit a copy of the DOR-4669 to the department for owner/lienholder information.

NOTIFICATION REQUIREMENTS

Missouri law requires all owners and lienholders of record to be notified by **certified mail** at their last known address. The *Vehicle Owner and Lienholder Notification* (DOR-4577) should be used for this purpose. If the department's records do not reflect an owner/lienholder, or if the notice is returned as "not forwardable" or "address unknown" the tower must notify:

1. All owners and lienholders shown on the tow report; if none are shown or if the notice is returned as noted above, then notify:
2. All drivers shown on the tow report. If the driver informs the tow company of the name of the owner, this owner must be notified.

NOTE: The notices referenced in 1 and 2 may be sent by regular mail.

NO RECORD OF OWNER/LIENHOLDER

If the department has no record of the ABV having been titled or registered and all notification efforts are unsuccessful, the towing company must certify that a physical search of the ABV disclosed no other evidence of ownership and that a good faith effort was made to establish the prior state of registration and title by checking:

1. License plates, license plate record, temporary permit, inspection sticker, decal or other evidence that may indicate a state of possible registration and title; and
2. Law enforcement/tow report for a license plate number or registration number, or to see if an address is indicated in the driver information area of the report.

NOTE: If there is no record of the vehicle, the department will provide the tower with a form, Exhibit D, for the tower to certify the above checks have been made. The "No record" screen print, Exhibit E, may also be used for this purpose. **This certification must accompany the application for title.**

**OWNER/
LIENHOLDER
APPEAL
RIGHTS**

CERTIFIED NOTICE RETURNED AS UNDELIVERABLE

If the tower attempts to notify the owner/lienholder identified by the department and the certified notice is returned as “not forwardable” or “address unknown”, the towing company must certify on the *Abandoned Property Affidavit* (DOR-4576), Exhibit F, that a good faith effort was made to locate the owner or lienholder of record. This form must accompany the application for title.

The towing company acquires a lien for all reasonable charges for the towing/storage of the ABV until the ABV is returned to the owner/lienholder. The owner/lienholder may retake possession of the ABV at any time during business hours by:

- Proving ownership or a secured lien; and
- Paying all towing/storage charges.

NOTE: The owner has a right to request a hearing as noted on page 5-1 if he or she feels the towing was improper or illegal.

If the owner/lienholder fails to comply with the notice to redeem the ABV, after 30 days has elapsed, the tower may apply for a title/junking certificate in the towing company's name in order to dispose of the property (if selling for destruction see Section 3). If the sale of the vehicle fails to satisfy the tow/storage fees, the owner is still liable for the additional fees.

NOTE: If a lienholder is shown on record with the department for the ABV, the lien **will not** be carried forward to the towing company's title.

**VEHICLE
EXAMINATION
CERTIFICATE**

To receive an original certificate of title on an ABV, a *Vehicle Examination Certificate* (DOR-551), Exhibit G, must be submitted with the application for title and other required documentation. A DOR-551 can be obtained by submitting a \$25 fee and \$2.50 processing fee to any office or, with a written request, to the Driver and Vehicle Services Bureau's Central Office, P. O. Box 100, Jefferson City 65105-0100.

The top portion of the DOR-551 must be completed in full and signed by the applicant. The bottom portion must be completed by an

**DIRECTOR OF
REVENUE
(DIRECTOR)
REQUIREMENTS**

officer of the Missouri State Highway Patrol or Auto Theft in the county or City of St. Louis.

If application for title is not made within six months of the inspection date documented on the DOR-551, the unit will have to be inspected again.

If the completed DOR-551 shows that the public vehicle identification number is missing from the vehicle, a completed and signed *Application for Replacement Vehicle Identification Number* (DOR-923), Exhibit H, must be submitted. The DOR-923 must be certified by a member of the Missouri State Highway Patrol or Auto Theft in the county or City of St. Louis.

The ABV may be operated on the public streets/highways for the sole purpose of obtaining a DOR-551 by purchasing a driveaway permit to display on the unit. The ABV must be driven over the most direct route between where the unit is stored and the appropriate law enforcement's inspection station where vehicle examinations are conducted.

For towing companies without online access or have online access and received a "No record" search result, the director will:

1. Perform a record search to obtain the name and address of the owner and lienholder by:
 - a. Searching the department's files within five working days of the receipt of the DOR-4569 or DOR-4669; or
 - b. Contacting the state indicated on the DOR-4569 or DOR-4669 if the ABV was registered or titled in another state to obtain the name and address of the owner and lienholder. The state will respond within their time frame with the information found in their records.
2. Send a letter to the towing company within 15 working days indicating:
 - a. The name and address of the owner and lienholder; or
 - b. There is no record available and request the tower to make a physical search for additional evidence of ownership of the ABV.

ABV TITLING REQUIREMENTS

SECTION 3

SELLING ABV's FOR DESTRUCTION

A towing company must comply with the notification requirements outlined in Section 2, and the notification must also indicate that any ABV remaining unredeemed after 30 days may be sold as scrap property. They may then sell the ABV to a scrap metal operator or a licensed salvage dealer for destruction on the *Bill of Sale/Even – Trade Bill of Sale* (DOR-1957), Exhibit I, that states the ABV is being sold for destruction purposes only, if no satisfactory arrangements have been made with the tow company for continued storage, and the owner/lienholder has not requested a hearing as provided in section 304.156 of RSMo. The towing company shall forward a copy of the bill of sale provided to the scrap metal operator or licensed salvage dealer to the department within two weeks of the date of sale.

DOCUMENTS REQUIRED TO TITLE TOWED ABV's

The following documents are required from towing companies to obtain a title for ABV's that were towed:

1. Copy of the online record search listing owner/lienholder or copy of notice the department issued to the towing company.
2. A properly completed title application in the towing company's name. The application must be signed by an authorized agent of the towing company.
 - *An Application for Missouri Title and License* (DOR-108) for motor vehicles, trailers, or all-terrain vehicles; or

NOTE: Current or estimated mileage is required for vehicles less than ten years old. If the mileage is unobtainable, write in an estimated mileage and a statement at the bottom of the application that mileage is only estimated including the reason for mileage estimate: fire, digital dash inoperable, or other.

- *An Application for Missouri Watercraft or Outboard Motor Title and Registration* (DOR-93) for marinecraft (includes outboard motors or vessels).

NOTES: The title type must be checked as "Original", "Salvage" or "Junking".

If applying for an "Original" title, a completed DOR-551 must be submitted with the title application. Information provided in the DOR-551

determines if the title will be branded "Prior Salvage."

3. An *Abandoned Property Affidavit* (DOR-4576), Exhibit F, completed, signed, and notarized.
4. A copy of the appropriate tow report:
 - ♦ For public property tows or private property tows with law enforcement or government agency authorization:
 - ✓ Completed DOR-4569, Exhibit A, or a *Vehicle Record* (SHP-29F), Exhibit J, completed by the Missouri State Highway Patrol.

For private property tows with property owner, lessee, property/security management authorization:

- ✓ A DOR-4669, Exhibit B, completed and signed by the property owner, lessee or agent of the property, towing company, and law enforcement.
- All tow reports **must** contain the following information:
 - ✓ Year, make, vehicle identification number;
 - ✓ License plate number and state of issuance, if available;
 - ✓ Storage location of the towed property;
 - ✓ Name, address and telephone number of the tow company;
 - ✓ Date and reason for tow;
 - ✓ Location property was towed from;
 - ✓ Description of any damage to the property;
 - ✓ Computer inquiry verification and date of inquiry by law enforcement;
 - ✓ Odometer Reading, if available; and
 - ✓ Signature and printed name of tow operator.

- The DOR-4569 must also include:
 - ✓ Name of the law enforcement agency that authorized the tow; and
 - ✓ Signature and printed name of law enforcement officer that authorized the tow.
- ♦ The DOR-4669 must also include:
 - ✓ Signature and printed name of property/security manager.
 - ✓ Name, address, and telephone number of the law enforcement agency notified of the tow.
 - ✓ Date and time law enforcement was notified of tow.
 - ✓ Signature and printed name of law enforcement office completing the DOR-4669.

NOTE: A tow company cannot authorize itself to remove a vehicle already on its property. For a tow company to obtain title for a vehicle that was left on their property or for a vehicle that was towed without written authorization, the towing company will need to follow the procedures outlined on page 3-5 for a landowner abandoned property title.

6. A copy of the DOR-4577, Exhibit C, sent by regular mail to all owners/lienholders of the ABV.

NOTE: If a record of the last owner/lienholder cannot be located, the "no record" notification letter, Exhibit D, sent to the towing company by the department must be completed, signed and submitted with the title application.

7. Legible copy of the signed certified mail receipt (green card), Exhibit K, or a legible copy of the returned envelope. If the signed card or returned envelope is not available, a copy of the track and confirm screen print from the U.S. Post Office website along with legible copies of the postal receipts, Exhibit L, indicating the names and addresses of the notified parties. The track and confirm screen print must indicate that the letter was delivered or returned to the sender.

STOPPING AN ABV TITLE

NOTE: If the notice to the owner/lienholder is returned, the towing company must certify that it made a good faith effort to locate the owner/lienholder. Section B of the DOR-4576, Exhibit F, may be completed and submitted with the title application to comply with this requirement.

8. No title/processing fee or sales tax is due. If expeditious title handling is required, submit a \$5 expeditious fee.

A tow company can stop an application for ABV title if the department is notified before the title issues. The tow company will need to call the department requesting the application be stopped and following up the phone call with a written statement that is mailed or faxed to the department.

The ABV title **will not** be voided if the stop request is received after the title issues.

TITLING REQUIREMENTS FOR ABV's SOLD BY A MUNICIPALITY OR COUNTY

Municipalities or counties with ordinances may sell an ABV on an *Abandoned Property Bill of Sale* (DOR-4579), Exhibit M. Their ordinance must be consistent with Section 304.155 of RSMo, and have a certification of such on record with the department.

The purchaser must submit the following documents and fees to obtain an original/salvage title or junking certificate:

1. A properly completed and signed title application in the purchaser's name:
 - A DOR-108 for motor vehicles, trailers or all-terrain vehicles, or
 - A DOR-93 for marinecraft (includes outboard motors or vessels).

NOTE: The title type must be checked as "Original", "Salvage" or "Junking".

2. A DOR-4579 from the municipality or county who sold the ABV. The bill of sale must include the following:
 - ✓ Indicate whether the vehicle was sold for junk, salvage, or rebuilding;
 - ✓ Purchaser's and seller's name and address;

TITLING REQUIREMENTS FOR LANDOWNER'S WITH ABV's

- ✓ The year, make, identification number, and model of the ABV;
- ✓ The purchase price;
- ✓ The date of sale;
- ✓ The odometer reading, if applicable;
- ✓ Printed name and signature of the buyer; and
- ✓ Printed name and signature of the municipal/county clerk or deputy and sealed with the official municipal/county seal.

NOTE: On vehicles less than ten (10) years old, the municipality/county must provide the purchaser with a proper odometer disclosure unless the vehicle is otherwise exempt. The disclosure may be completed on the DOR-4579.

3. If applying for an "original" title, a completed and signed DOR-551, Exhibit G, must be submitted.
4. Appropriate title fee, processing fee, and state and local taxes, if applicable. If expeditious title handling is requested, submit a \$5 expeditious fee.

The purchaser of the ABV must make application for title/junking certificate within 30 days of the purchase.

Landowners that have ABV's on their property may apply for title by submitting the following documents:

1. A properly completed and signed title application in the landowner's name:
 - A DOR-108 for motor vehicles, trailers or all-terrain vehicles, or
 - A DOR-93 for marinecraft (includes outboard motors or vessels).
2. Appropriate title fee, processing fee, and state and local taxes based on retail/fair market value. If expeditious title handling is

requested, submit a \$5 expeditious fee. Junking certificates are exempt from taxes and title fees

NOTE: Title penalties **do not** apply.

3. A signed statement containing the following:

- ✓ The circumstances by which the ABV came into the landowner's possession;
- ✓ The landowner's name;
- ✓ Location of the ABV (street & city);
- ✓ Description of the ABV (include year, make, vehicle/hull identification number); and
- ✓ Retail/fair market value of the ABV.

NOTE: Line 7 of the *General Affidavit* (DOR-768) can be used for this purpose.

4. The appropriate inspection:

- ✓ **Original title** on a vehicle, ATV or trailer - A DOR-551 completed by Missouri State Highway Patrol or St. Louis Auto Theft.
- ✓ **Salvage title** on a vehicle, ATV or trailer - A DOR-551 completed by **any** law enforcement officer.
- ✓ **Junking Certificate** on a vehicle, ATV, or trailer – An *Identification Number Verification and Abandoned Vehicle Inspection* (DOR-2763) form, completed by any law enforcement officer.
- ✓ **Boat, motor or boat trailer** - A *Watercraft and/or Outboard Motor Affidavit of Ownership and Inspection* (DOR-798) completed by Missouri State Water Patrol.

5. A copy of the signed certified mail receipts (green card), at least 30 days old, indicating the owner/lienholder were sent the notice as required by law. If the certified letter is returned to sender, submit a copy of the envelope stamped "returned to sender" along with a statement from the landowner stating a good faith effort was made to locate a better address for the owner/lienholder.

-
6. A copy of the 30-day notice sent by certified mail to any owner/lienholder.

NOTE: If the department has "No Record" of any owner for a vehicle, the property owner must certify that a search of the vehicle disclosed no other evidence of ownership and that a good faith effort was made to establish whether the ABV was titled or licensed in another state. A good faith effort includes checking for license plates, license plate record, temporary permit, inspection sticker, decal, or other evidence that indicates possible registration or titling in another state.

Manufactured Homes

If a manufactured home is abandoned on private property, the landowner can get a title by submitting the following:

1. DOR-108;
2. One of the following for proof of ownership:
 - ✓ Bill of sale for the purchase of the land and manufactured home and a letter from the county assessor's office showing the manufactured home listed as real estate; or
 - ✓ A court order awarding the landowner if the bill of sale and letter from the county assessor is not available.
3. Appropriate title/processing fees and sales tax, if applicable.

OUT-OF-STATE ABV'S SOLD TO MISSOURI RESIDENTS

An out-of-state ABV that was towed in accordance with that state's abandoned motor vehicle procedures must have a DOR-551 completed by the Missouri State Highway Patrol. All Missouri titles issued on the vehicle will be branded "Prior Salvage." If the inspection shows the vehicle to be in a junk condition, a junking certificate will be issued.

OBTAINING AN ORIGINAL TITLE ON ABV'S PREVIOUSLY TITLED AS SALVAGE

To receive an original title, the following documents and fees must be submitted:

1. A completed and signed title application in the owner's name with the title type marked "Original;"
 - ✓ A DOR-108 for motor vehicles, trailers and all-terrain vehicles; or

✓ A DOR-93 for boats and outboard motors.

2. A completed and signed DOR-551;
3. The outstanding salvage title;
4. Appropriate title and processing fees; and
5. State and local taxes, if applicable.

Information provided in the DOR-551 determines if the title will be branded "Prior Salvage."

NOTE: The vehicle must be in running condition and repaired, if needed.

TOWING COMPANY BUSINESS OPERATION REQUIREMENTS

SECTION 4

TOW TRUCK IDENTIFICATION

A towing company that tows ABV's for hire must have the towing company's name, city, and state clearly printed in letters at least three inches in height on the sides of the truck, wrecker, or other vehicle used in the towing.

RECORD KEEPING REQUIREMENTS

Towing companies shall maintain records for three years on any ABV towed and not reclaimed by the owner. Such records must contain:

1. Information regarding the authorization to tow;
2. Copies of correspondence with the department; and
3. Information concerning the final disposition of the ABV.

For ABV's sold on a bill of sale for destruction purposes only, the tow company must also keep the following information for three years:

- Year, make, vehicle identification number;
- Date of sale;
- Name of the purchasing scrap metal operator or licensed salvage dealer; and
- Copies of all notification letters to the owners/lienholders and drivers.

A towing company shall not remove an ABV from private property without first obtaining written authorization from the property owner, except when authorized by a law enforcement agency. The towing company must maintain all written authorizations for at least one year from the date of authorization.

CHARGES IMPOSED

Any municipality or county may enact ordinances specifying maximum reasonable towing, storage, and other charges that can be imposed by towing/storage companies within their jurisdiction.

A towing company may only assess reasonable storage charges for ABV's towed without the consent of the owner. Reasonable storage charges shall not exceed the charges for vehicles that have been towed with the consent of the owner.

A towing company may charge no more than one-half the regular towing rate if the owner claims the ABV before it is actually towed

**PERSONAL
PROPERTY
WITHIN THE ABV**

from private property. The regular rate may be charged only after the ABV has been removed.

The towing company is not required to release personal property within the ABV to the owner until reasonable or agreed charges for such recovery, transportation, or safekeeping have been paid or satisfactory arrangements for payment have been made. The towing/storage company must either release the personal property to the owner or provide an itemized receipt for the contents after allowing the owner to inspect the property. The towing/storage company is liable for the condition and safe return of the personal property.

NOTE: Any medication prescribed by a physician must be released to the owner upon request.

**TOWING
COMPANY
LIABILITY
(Section
304.155, RSMo)**

The towing company is not liable for any damage caused by removal of an ABV from public property when the removal is properly authorized except for damage caused by negligence.

A towing company that lawfully removes an ABV from private property with the written authorization of the landowner/agent, who is present at the time of the removal, is not responsible in any situation relating to the authorization of the removal. The towing company is responsible for the following:

1. Any damage caused by the towing company to the ABV during transit or storage; and
2. The removal of property other than the property specified by the landowner/agent.

Damages may be recovered by the owner of the ABV from the landowner/towing company if any damages to the ABV resulted before or during the removal of the property.

Except for the removal of ABV's authorized by a law enforcement agency, a towing company must not remove ABV's from private property without first obtaining written authorization from the property owner/agent. All written authorizations must be kept on file for at least one year. General authorization to tow at the towing company's discretion is not acceptable except in the case of ABV's unlawfully parked within 15 feet of a fire hydrant or in a fire lane designated by a fire department or the state fire marshal.

**PENALTIES FOR
FAILURE TO
COMPLY**

NOTE: A towing company that fails to obtain written authorization from the property owner/agent will be liable to the owner of the ABV for four times the amount of the towing and storage charges, in addition to any applicable criminal penalties that may apply.

Any person who knowingly violates any provision of Sections 304.155 to 304.158, RSMo, shall be guilty of a class A misdemeanor. Any violation of Section 304.158, RSMo, shall constitute a violation of the provision of Section 407.020, RSMo. A violation may also result in the revocation or suspension of the registration or license of the towing company.

OWNER'S/ LIENHOLDER'S RIGHT TO HEARING

The ABV owner/lienholder may file a petition in the associate circuit court in the county where the ABV is stored to determine if the ABV was wrongfully taken or withheld from the owner. The petition must be filed within 10 days after receipt of the notification from the towing company. The petition must name the towing company among the defendants and may also name the agency that ordered the tow or the owner/agent of the private property from which the ABV was removed. A copy of the petition must be served to the director but the director is not a party to such petition.

NOTE: The director will not issue a title or a junking certificate on the ABV until the petition is finally decided.

Upon filing a petition and posting a bond in the associate circuit court, the owner/lienholder may have the ABV released. The bond may be in the form of cash, a surety bond, or other adequate security equal to the amount of the charges for towing and storage. Upon posting of the bond and the payment of the applicable fees, the court shall issue an order directing the towing company to release the ABV. At the time of release, the owner/lienholder must give a receipt to the towing company listing any claims for loss or damage to the ABV or the personal property in the ABV.

INSURANCE CLAIMS ON ABANDONED PROPERTY

If an ABV is insured and the insurer pays a total loss claim to the owner for the ABV, the insurer or lienholder must remove the property from the storage facility or make arrangements to transfer title to the towing company. Such transfer of title, subject to agreement, shall completely satisfy all claims for towing and storage. The ABV must be removed or title transferred to the towing company within 30 days of the date that the insurer paid a total loss claim or is notified of the location of the ABV, whichever is the later event. Upon request, the insurer of the ABV must supply the towing company with:

1. The name, address, and phone number of the insurance company and the insured; and
2. A statement regarding which party is responsible for the payment of towing/storage charges under the insurance policy.

**CITIES/
COUNTIES WITH
ABANDONED
PROPERTY
ORDINANCES**

Cities/counties with local ordinances that regulate the removal and sale of ABV's may sell the ABV by issuing a DOR-4579, Exhibit M. The ordinance must be consistent with Sections 304.155 to 304.158, RSMo, and the city/county must have a certification on file with the department that certifies the ordinance is in fact consistent with the laws referenced. Contact the city/county for ABV ordinance information.

NOTE: The purchaser must apply for a title or a junking certificate within 30 days of purchase.

OBTAINING ACCESS TO DEPARTMENT RECORDS

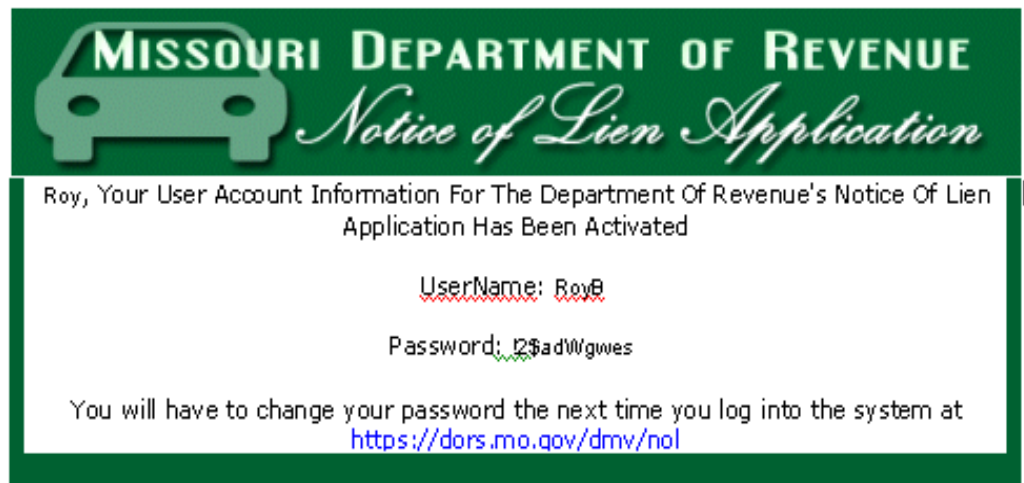
To obtain access to the department's records online you must:

1. Visit Missouri Department of Revenue's web site at <http://dorx.mo.gov/mvdl/motorv/liendeal>.
2. Click on the link "Request for Security Access Code (4678)" to obtain an application to apply for a security access code and print the form.
3. Click on the link "Application for Online Account (5017)" to obtain an application to apply for an online access account and print the form.
4. Complete all forms and submit to the addresses indicated on the forms.

APPLICATION APPROVAL NOTIFICATION

Upon approval of the security access, the department will send written notification informing the applicant of the security access code number.

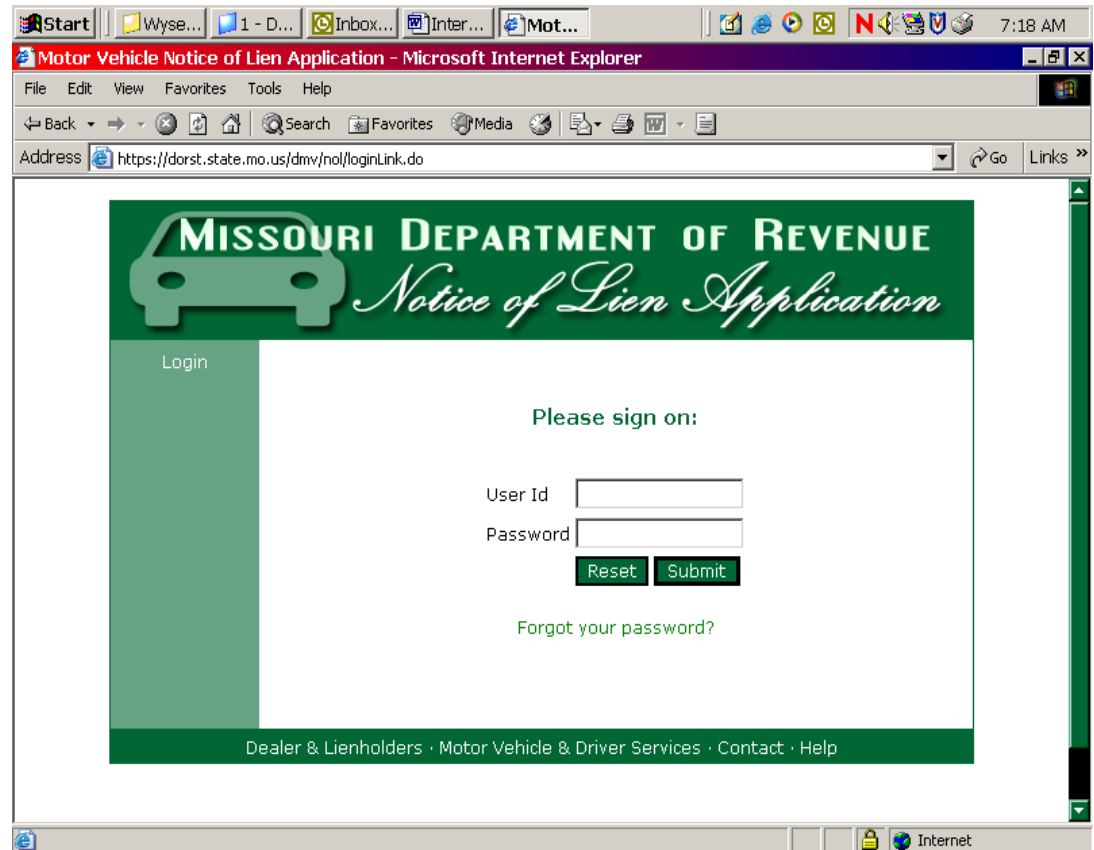
Upon approval of the online access, the department will send the following email to the applicant.



NOTE: Due to programming restrictions, online access is currently being accessed through the department's notice of lien system.

RECORD SEARCH SYSTEM LOG IN

To log into the record lookup web site to perform record searches, logon to <https://dors.mo.gov/dmv/nol>.



The screenshot shows a Microsoft Internet Explorer browser window. The title bar reads "Motor Vehicle Notice of Lien Application - Microsoft Internet Explorer". The address bar shows the URL "https://dorst.state.mo.us/dmv/nol/loginLink.do". The page content features a green header with a car icon and the text "MISSOURI DEPARTMENT OF REVENUE" and "Notice of Lien Application". Below the header, there is a "Login" section. It includes the text "Please sign on:" followed by two input fields: "User Id" and "Password". Below these fields are two buttons: "Reset" and "Submit". A link "Forgot your password?" is also present. At the bottom of the page, there is a green footer with the text "Dealer & Lienholders · Motor Vehicle & Driver Services · Contact · Help".

First time users: Please enter your User Id and password as indicated in the e-mail confirmation message the Department of Revenue sent to you previously. You will then be directed to change your password. The next time you login, enter your User Id and your new password. Then click on "Submit".

HOW TO CHANGE PASSWORD

Start | Wys... | 1 - ... | Cale... | Mot... | Calc... | Inte... | 9:06 AM

Motor Vehicle Notice of Lien Application - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites Media Print Mail

Address <https://dorm.intra.state.mo.us/dmv/nol/password.do> Go Links »

MISSOURI DEPARTMENT OF REVENUE
Notice of Lien Application

Missouri Department of Revenue - Motor Vehicle - Notice of Lien Application

File NOL

Update Institution Information

Update ACH Instructions

User Management

Change Password

View History

Contact DOR

Change Password

Please type your old password and confirm your new password:

User Id 11111

Old Password

New Password

Confirm New Password

Submit

Internet

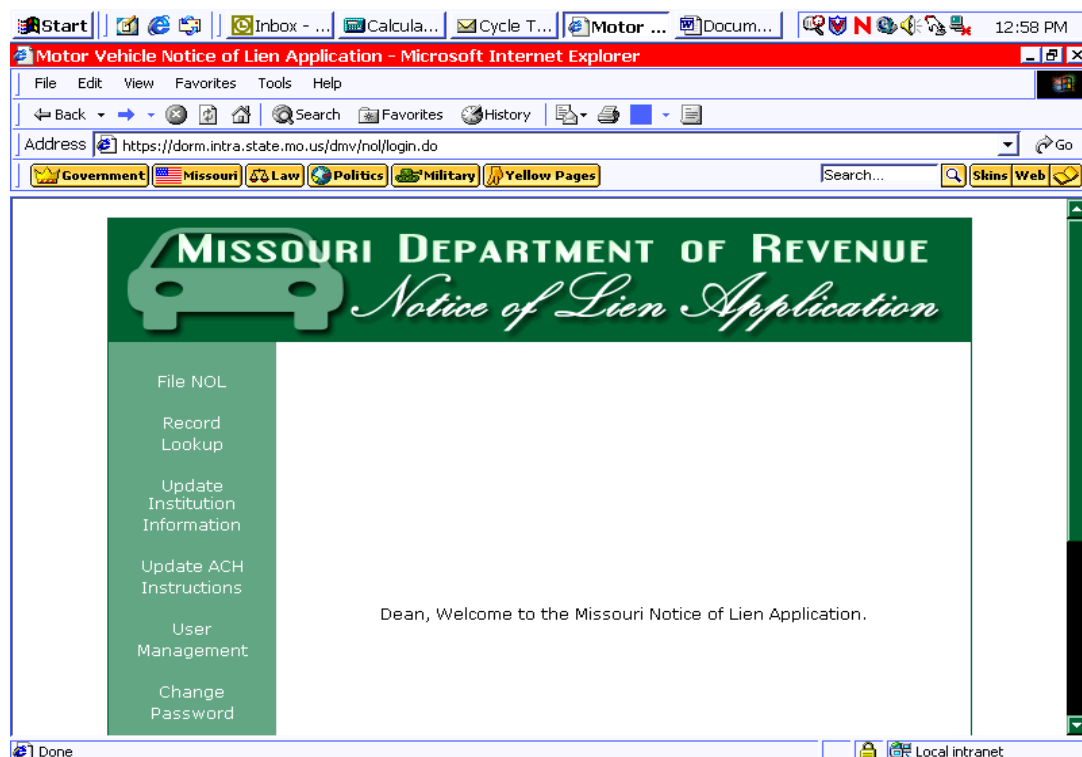
Please do the following:

- Enter your current password in the Old Password field;
- Press the Tab key;
- Enter your new password;
- Press the Tab key again;
- Re-enter your new password; and
- Click on “Submit”.

Resetting Password – If a user forgets their password he/she must contact the account administrator to reset the password. See Resetting User’s Password on page 6-9.

If the administrator forgets his or her password he or she must contact DOR at (573) 751-8343.

PERFORMING RECORD LOOKUPS



Click "Record Lookup" on the left hand side of the screen.



Enter your security access code (DPPA number) assigned to you by the department and click "Submit."

Start | Wys... | 1 - ... | Inbo... | Mot... | Calc... | Inte... | 9:30 AM

Motor Vehicle Notice of Lien Application - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites Media Print Mail

Address <https://dorm.intra.state.mo.us/dmv/nol/lookupValidate.do> Go Links >>

Notice of Lien Application

- File NOL
- Record Lookup
- Update Institution Information
- Update ACH Instructions
- User Management
- Change Password
- View History
- Contact DOR
- Logout

Notice Of Lien/Title Lookup Request

Select A Vehicle Type Passenger Vehicle [Help](#)

Enter Either

Title/Control Number [Help](#)

Or

Make Other [Help](#)

Year [Help](#)

VIN/HIN [Help](#)

Perform Lookup

Done Internet

Select a vehicle type. Either enter the title/control number **or** the make, year, and VIN/HIN. Then click “Perform Lookup.”


Start WyseTe... 1 - Defa... Inbox - ... Calculator Motor ... 12:06 PM

Motor Vehicle Notice of Lien Application - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites Media Print View

Address <https://dorm.intra.state.mo.us/dmv/nol/lookup.do> Go Links »



MISSOURI DEPARTMENT OF REVENUE

Notice of Lien Application

File NOL

Record Lookup

Update Institution Information

Update ACH Instructions

User Management

Change Password

View History

Contact DOR

Logout

Record Lookup Results

Title/Control Number **CA575501**

There is no Notice of Lien pending in the department's lien file. Check the title record for the latest lienholder information.

Title Record

Owner Information

Owner's Name **BURGESS ROY & CAROL**
 Street Address **1410 SUMMIT VIEW DR**
 City **HOLTS SUMMIT**
 State **MO**
 Zip Code **65043**
 County **CALLAWAY**

Vehicle Information

Year **1991**
 Make **TOYT**
 VIN **JT4RN01P5M0018598**
 Vehicle Type **Truck**
 Title Number **CA575501**
 Title Issue Date **07/06/98**
 Title Type **Original**
 Horsepower
 Cylinders
 Odometer **86000**
 Purchase Date **06/18/97**

Lienholder Information

First Lienholder

Lien Date
 Lienholder Name **MISSOURI STATE CREDI**
 Street Address **PO BOX 104118**
 City **JEFFERSON CITY**
 State **MO**
 Zip Code **65110**

Print Record

Done Internet

Record Look-up result.

If available, the screen will indicate the latest owner/lienholder in the department's records. This screen must be printed as outlined in titling requirements.

NO RECORD FOUND

NOTE: No license plate or other registration information is available online.

If there is no record found, you must sign and submit a printed “Record Lookup Results” screen along with the tow report to the department for further research, as there may be a record in DOR’s microfiche.


NOTE: Record any additional information from your search in the designated area of the screen print.

ACCOUNT ADMINISTRATION INSTRUCTIONS

After logging into the record lookup system, click on “Update Institution Information”.

Change the required information and click on “Submit”.


You should receive a confirmation screen by email that informs you the information was changed.

**MISSOURI DEPARTMENT OF REVENUE**
Notice of Lien Application

Brent, You Have Successfully Changed The Following Information:

Institution ID Number	10101-6
Institution Name	Riley Chevrolet
Institution Address	PO Box 152
Institution City	Jefferson City
Institution State	MO
Institution Zip Code	64199
Institution DPPA Number	BA111111
Institution Microfilm Number	12345678
Institution Type	Bank

DAILY E-MAIL NOTIFICATION

**MISSOURI DEPARTMENT OF REVENUE**
Notice of Lien Application

AAA Tower, here are the Record Lookups you've performed:

Title/Control #	Year	Make	VIN	Owner Name
	1986	NISS	1G1JF27W8GJ178444	Marsh Don M
YT000104				Smith, John
	2001	KASE	211325677	Smith, John
	1999	TRIL	CH1AL11258	Jones, Samantha

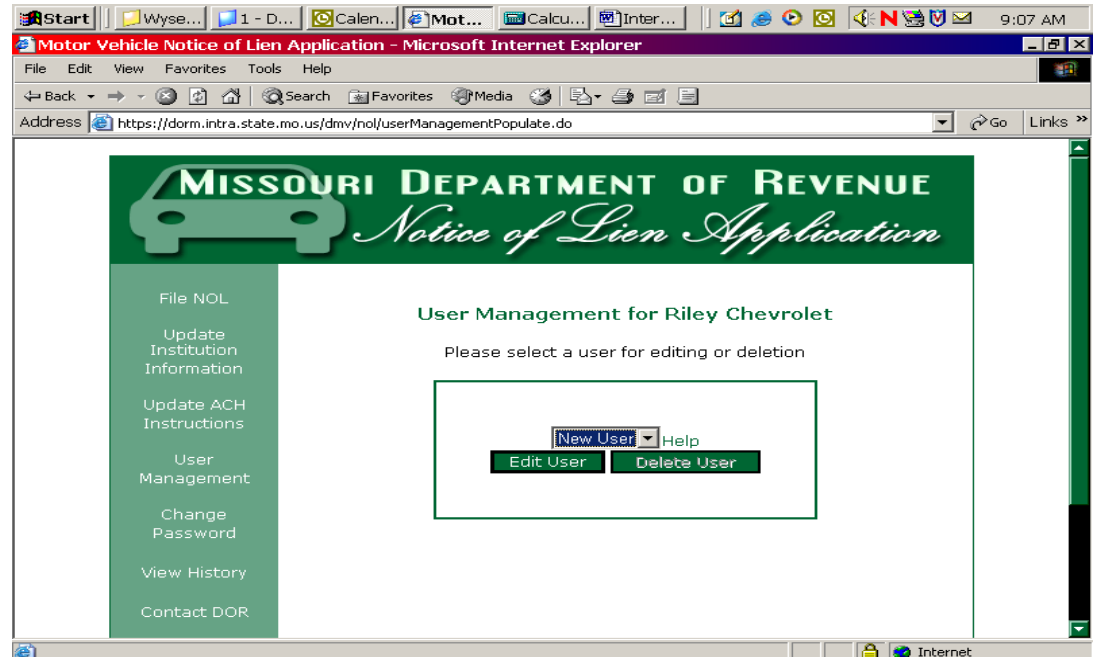
All users and the account administrators will receive a daily e-mail screen listing the record lookups performed.

ADDING USERS TO ACCOUNT

After logging into the record lookup system, click on "User Management".

Only the account's administrator has access to add/delete users.

From the drop down table, please select which user you want to delete or change. If you want to add a new user, select "New User" from the table and then click "Edit User."



Enter all user information requested above. Click "Submit" after all information is completed.

The information that you add or change will allow the user to perform record lookups. You can activate or disable the user's access or reset the user's password from this screen.

NOTE: The Reset Password box must be checked when adding a new user.

RESETTING A USER'S PASSWORD

To reset the user's password, place a check mark in the Reset Password box and click "Submit." The user's newly generated password will be received via email.

MISSOURI DEPARTMENT OF REVENUE
Notice of Lien Application

File NOL
Record Lookup
Search/Manage Institutions
Add New Institution
Update DOR Information
Update DOR ACH
Instructions
DOR User Management
Change Password
View History
Contact DOR
Logout

User Information

Institution Name DOR Help
User Id Help
Business Name Help
First Name Help
Middle Name Help
Last Name Help
Address Help
City Help
State MO Help
Zip Code Help
Email Address Help
Phone Number Help
Access To File NOLs ☐ Help
Access To Perform Lookups ☐ Help
Account Status ☒ Active ☐ Disabled Help
Reset Password ☒ Help
Administrative DOR User? ☐ Help

Submit

Dealer & Lienholders · Motor Vehicle & Driver Services · Contact · Help

CONTACTING THE DEPARTMENT

After logging onto the system, click on "Contact DOR".

Please select the subject from the drop down table and enter your comments in the e-mail content space. Then click on "Submit Email". You should receive a screen indicating the message was sent successfully. The appropriate staff member will respond to you.

EXHIBIT A



MISSOURI DEPARTMENT OF REVENUE
DRIVER AND VEHICLE SERVICES BUREAU
**CRIME INQUIRY AND INSPECTION
REPORT/AUTHORIZATION TO TOW**

READ INSTRUCTIONS ON BACK.

<div style="text-align: center;"> FORM 4569 <small>(REV 11-04)</small> </div>				REPORT / CASE / INCIDENT NUMBER / TOW NUMBER																															
				LAW ENFORCEMENT AGENCY		COUNTY																													
YEAR	MAKE	MODEL	COLOR	MONTH	DAY	YEAR	TIME																												
VEHICLE IDENTIFICATION NUMBER (VIN)																																			
REGISTRATION				OWNER INFORMATION																															
EXPIRATION YEAR	STATE	PLATE NUMBER	ODOMETER READING	DRIVER NAME (LAST, FIRST, MI)																															
LOCATION OF VEHICLE BEING TOWED			<input type="checkbox"/> DIGITAL-NON FUNCTIONING	ADDRESS																															
REASON FOR REMOVAL				CITY																															
<input type="checkbox"/> ACCIDENT <input type="checkbox"/> STOLEN <input type="checkbox"/> ARRESTED <input type="checkbox"/> BURNED <input type="checkbox"/> OTHER <input type="checkbox"/> CUSTODIAL ARREST (304.155)				STATE ZIP CODE																															
UNATTENDED (304.155) EXCEPT AS NOTED <input type="checkbox"/> ON STATE RIGHT-OF-WAY <u>OUTSIDE</u> URBANIZED AREA 48 HOURS <input type="checkbox"/> ON STATE RIGHT-OF-WAY <u>IN</u> URBANIZED AREA 10 HOURS <input type="checkbox"/> OBSTRUCTING TRAFFIC/CAUSING SAFETY HAZARD/VIOLATING POSTED SIGNS <input type="checkbox"/> ON RIGHT-OF-WAY ON ANY <u>PUBLIC ROADS</u> (577.080)				REGISTERED OWNER INFORMATION ON RECORD (LAST, FIRST, MI)																															
ABANDONED (304.155) EXCEPT AS NOTED <input type="checkbox"/> OWNER HAS OUTSTANDING TRAFFIC/PARKING VIOLATIONS <input type="checkbox"/> ON <u>WATERWAY</u> 10 HOURS/OBSTRUCTING NORMAL TRAFFIC/FLOATING LOOSE <input type="checkbox"/> ON REAL PROPERTY 48 HOURS (304.157) <input type="checkbox"/> ON REAL PROPERTY CAUSING HAZARDOUS INTERFERENCE (304.157) <input type="checkbox"/> ON HIGHWAY RIGHT-OF-WAY/WATERWAY/PRIVATE PROPERTY (577.080) <input type="checkbox"/> ON RIGHT-OF-WAY ON ANY <u>PUBLIC ROADS</u> (577.080)				<input type="checkbox"/> SAME AS DRIVER																															
				ADDRESS																															
				CITY																															
				STATE ZIP CODE																															
				RECORDED LIENHOLDER																															
				ADDRESS																															
				CITY																															
				STATE ZIP CODE																															
<input type="checkbox"/> NCIC	INQUIRY DATE (MM/DD/YY)	NCIC NUMBER	DATE STOLEN	STOLEN FROM WHAT LOCATION																															
<input type="checkbox"/> SAME AS DATE OF TOW																																			
SHIP NUMBER		<input type="checkbox"/> MULES <input type="checkbox"/> REJIS <input type="checkbox"/> ALERT <input type="checkbox"/> OTHER			COMMENTS																														
VEHICLE DAMAGE				COMMENTS/INVENTORY																															
<input type="checkbox"/> NO DAMAGE CIRCLE ALL DAMAGED AREAS <input type="checkbox"/> DAMAGED				COMMENTS REGARDING DAMAGE (INTERIOR, IGNITION, ENGINE, ETC.) PLEASE BE EXACT AS POSSIBLE.																															
<div style="display: flex; align-items: center;"> <div style="text-align: center; margin-right: 10px;"> F R O N T <table border="1" style="border-collapse: collapse;"> <tr><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td></tr> <tr><td>1</td><td>15</td><td>18</td><td>17</td><td>8</td><td></td></tr> <tr><td>14</td><td>13</td><td>12</td><td>11</td><td>10</td><td>9</td></tr> </table> </div> <div style="text-align: center; margin-left: 10px;"> R E A R <table border="1" style="border-collapse: collapse;"> <tr><td>18</td><td>UNDERCARRIAGE</td></tr> <tr><td>19</td><td>WINDSHIELD</td></tr> <tr><td>20</td><td>BURNED</td></tr> <tr><td>21</td><td>TOWED UNIT</td></tr> <tr><td>22</td><td>CARGO</td></tr> </table> </div> </div>				2	3	4	5	6	7	1	15	18	17	8		14	13	12	11	10	9	18	UNDERCARRIAGE	19	WINDSHIELD	20	BURNED	21	TOWED UNIT	22	CARGO	<div style="border-bottom: 1px solid black; height: 20px; margin-bottom: 5px;"></div> <div style="border-bottom: 1px solid black; height: 20px; margin-bottom: 5px;"></div> <div style="border-bottom: 1px solid black; height: 20px; margin-bottom: 5px;"></div>			
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14	13	12	11	10	9																														
18	UNDERCARRIAGE																																		
19	WINDSHIELD																																		
20	BURNED																																		
21	TOWED UNIT																																		
22	CARGO																																		
MISSING PARTS (TIRES, WHEELS, SOUND SYSTEM, BODY/ENGINE PARTS, ETC.)																																			
DESCRIPTION OF ITEMS IN VEHICLE INCLUDE SERIAL NUMBERS IF APPLICABLE (ATTACH SHEET IF NECESSARY)																																			
TOW INFORMATION				SIGNATURES																															
TOW COMPANY NAME			STATE TOWER ID NO.	PRINTED NAME OF OFFICER																															
ADDRESS			TELEPHONE ()	SIGNATURE OF OFFICER			BADGE																												
CITY			STATE	ZIP CODE	PRINTED NAME OF TOW OPERATOR																														
PROPERTY STORAGE LOCATION			TOWER HAS ONLINE ACCESS TO DOR RECORDS		SIGNATURE OF TOW OPERATOR																														
<input type="checkbox"/> SAME AS ABOVE			<input type="checkbox"/> YES <input type="checkbox"/> NO		X																														
PROPERTY AND/OR ITEMS CLAIMED																																			
ABANDONED PROPERTY RELEASED FROM STORAGE TO			DATE	BY (NAME OF OFFICER OR TOW OPERATOR)																															
10 DAY NOTIFICATION DATE FROM TOW COMPANY THAT THE PROPERTY IS UNCLAIMED			DATE	COMMENTS																															

MO 860-2695 (11-04)

DISTRIBUTION: ORIGINAL - LAW ENFORCEMENT-SUBMIT TO DOR IF PROPERTY UNCLAIMED AND TOWER HAS NO ONLINE ACCESS TO DOR RECORDS
COPY - TOW COMPANY COPY - STORAGE COMPANY

EXHIBIT A (Cont'd.)

CRIME INQUIRY AND INSPECTION REPORT/AUTHORIZATION TO TOW (DOR-4569) INSTRUCTIONS

THE DEPARTMENT OF REVENUE REQUESTS ALL THE SHADDED AREAS BE COMPLETED

- Law enforcement completes this form and obtains all signatures and dates;
- Law enforcement retains a copy to be kept in their files;
- Law enforcement sends original DOR-4569 to Department of Revenue (department) if property remains unclaimed after 10 days and the tow company **does not** have online access to department records;
- Tow companies retain a copy of DOR-4569 to be retained for three years;
- Tow company must notify the department in writing of any address change;
- Tow companies with online record access must check the department records online for owner and lienholder information;
- If tow company does not find owner or lienholder information using the online record check, the tow company must send a copy of the completed "No Record" screen from the online record search and a copy of DOR-4569 to the following address for further research:

DRIVER AND VEHICLE SERVICES BUREAU

RECORD CENTER

PO BOX 100

JEFFERSON CITY MO 65105-0100

- The department will perform a record search for the name and address of the owner and lienholder of record within five working days of receipt of the DOR-4569 submitted by law enforcement or the DOR-4569 and "No Record" screen from the online record search submitted by the tow company. A department search will be done by:
 - 1) searching the department files; or
 - 2) initiating an inquiry with another state if the evidence presented indicates the abandoned property was registered or titled in another state.
- The department will send a notification letter to the towing company within 15 working days after the search is completed with the following information:
 - 1) the name and address of the owner and lienholder of record; or
 - 2) instructions if there is no record information available (please see below).

NO INFORMATION FOUND ON RECORD NOTIFICATION RECEIVED

If the department has no record of the abandoned property, the towing company must certify that a physical search of the abandoned property disclosed no other evidence of ownership. The towing company must also certify that a good faith effort was made to establish the prior state of registration and title by checking the items below:

- 1) the abandoned property for any type of license plates, license plate record, temporary permit, inspection sticker, decal, or other evidence that may indicate a state of possible registration and title;
- 2) the law enforcement report for a license plate number or registration number if the abandoned property was towed at the request of a law enforcement agency;
- 3) the tow ticket/report of the tow truck operator to see if a license plate was on the abandoned property at the beginning of the tow, if a private tow; and
- 4) the law enforcement report to see if an address is indicated on the driver license information if there is no address of the owner on the impound report.

NOTE: The department will provide the tower with a notification letter (MVB-346) to certify the above checks have been made. **This certification must accompany the application for title.**

HOW TO APPLY FOR ORIGINAL, SALVAGE, OR JUNK ABANDONED PROPERTY TITLE

Send **ALL** abandoned title applications to: **Department of Revenue, Central Branch, P. O. Box 100, Jefferson City, MO 65105**

Please submit the following when applying for a title for an abandoned vehicle otherwise it will be rejected:

- 1) application for title with appropriate fees, properly completed in the towing company's name. The title type must be marked "Original", "Salvage", or "Junking Certificate" (Tow company not required to pay title fee or sales tax.);
- 2) Abandoned Property Affidavit (DOR-4576) properly completed, signed by the tower, and notarized by a notary public;
- 3) a copy of the Vehicle Owner and Lienholder Notification (DOR-4577) issued to any owner and lienholder of record. This must be sent by certified mail;
- 4) a copy of the certified mail return receipt(s) at least 30 days old, indicating all owners and lienholders of record, if applicable, have been sent DOR-4577 (see 3 above);
- 5) a copy of the notification the Department of Revenue issued to the towing company or a copy of the "Record Lookup Results" screen from the online record search;
- 6) a completed and signed Vehicle Examination Certificate (DOR-551), if applying for an "Original" title (contact the nearest Highway Patrol Headquarters for vehicle inspection); and
- 7) Crime Inquiry and Inspection Report/Authorization to Tow (DOR-4569) completed by authorized law enforcement.

IMPORTANT: MILEAGE MUST BE SHOWN ON THE APPLICATION FOR TITLE FOR VEHICLES LESS THAN 10 YEARS OLD. IF THE MILEAGE IS UNOBTAINABLE write in an estimated mileage and a statement at the bottom of the application that mileage is only estimated. Complete and attach affidavit Odometer Disclosure Statement (DOR-3019) and include the reason for mileage estimate: fire, digital dash inoperable, or other. **THIS MUST ACCOMPANY THE APPLICATION FOR TITLE.**

If you have any questions call (573) 751-4509 or visit our web site www.dor.mo.gov/mvdl.

EXHIBIT B



MISSOURI DEPARTMENT OF REVENUE
DRIVER AND VEHICLE SERVICES BUREAU
PO BOX 100, JEFFERSON CITY MO 65105-0100
(573) 751-4509 www.dor.mo.gov/mvdl

ABANDONED PROPERTY REPORT (For tows from private property not authorized by law enforcement.)

FORM
4669
(Rev. 12-04)

SECTION A - PRIVATE PROPERTY OWNER, LESSEE, PROPERTY/ SECURITY MANAGER MUST COMPLETE	I AUTHORIZE THE VEHICLE TO BE TOWED BASED ON THE REASON INDICATED BELOW.						
	CHECK A REASON:						
	<input type="checkbox"/> 1.	A SIGN NOT LESS THAN 17 X 22 INCHES IN SIZE CONTAINING LETTERING NOT LESS THAN ONE INCH IN HEIGHT IS DISPLAYED WITHIN PLAIN VIEW PROHIBITING PUBLIC PARKING. I WILL NOTIFY THE LAW ENFORCEMENT AGENCY WITHIN 1 HOUR OF THE TOW.					
	<input type="checkbox"/> 2.	THE ABANDONED PROPERTY WAS LEFT UNATTENDED ON OWNER-OCCUPIED RESIDENTIAL PROPERTY WITH FOUR UNITS OR LESS. I HAVE NOTIFIED THE _____ LAW ENFORCEMENT AGENCY AND TEN HOURS HAVE ELAPSED SINCE THAT NOTIFICATION.					
	<input type="checkbox"/> 3.	THE ABANDONED PROPERTY WAS LEFT UNATTENDED ON PRIVATE PROPERTY. I HAVE NOTIFIED THE _____ LAW ENFORCEMENT AGENCY AND NINETY-SIX HOURS HAVE ELAPSED SINCE THAT NOTIFICATION.					
	I CERTIFY THAT THE VEHICLE LISTED BELOW WAS ABANDONED ON PROPERTY OF WHICH I AM THE OWNER, LESSEE, OR PROPERTY/SECURITY MANAGER. I HAVE AUTHORIZED THE TOWING COMPANY LISTED BELOW TO REMOVE THE VEHICLE FROM MY PROPERTY AND WITNESSED THE REMOVAL OF THE VEHICLE. I FURTHER CERTIFY THAT ALL INFORMATION CONTAINED HEREIN IS TRUE AND ACCURATE TO THE BEST OF MY KNOWLEDGE. I UNDERSTAND THIS IS A LEGAL DECLARATION SUBJECT TO CRIMINAL PENALTIES.						
	SIGNATURE OF OWNER, LESSEE, OR PROPERTY/SECURITY MANAGER				PRINTED NAME OF OWNER, LESSEE, OR PROPERTY/SECURITY MANAGER		
	TELEPHONE NUMBER OF OWNER, LESSEE, OR PROPERTY/SECURITY MANAGER ()				DATE OF TOW		
	LOCATION OF ABANDONED PROPERTY TO BE TOWED (STREET ADDRESS, CITY, STATE, AND ZIP CODE)						
	NAME AND ADDRESS OF THE ABANDONED PROPERTY OWNER, IF KNOWN						
NAME AND ADDRESS OF THE LIENHOLDER OF THE ABANDONED PROPERTY, IF KNOWN							
DESCRIPTION OF DAMAGE TO THE ABANDONED PROPERTY							
SECTION B - TOWING COMPANY MUST COMPLETE	YEAR	MAKE	MODEL	VEHICLE IDENTIFICATION NUMBER	MILEAGE	LICENSE PLATE NUMBER	STATE
	STORAGE LOCATION OF THE ABANDONED PROPERTY						
	LAW ENFORCEMENT AGENCY NOTIFIED (MUST BE SAME AGENCY IN SECTION A)				DATE NOTIFIED		TIME NOTIFIED
	LAW ENFORCEMENT AGENCY ADDRESS				CITY	LAW ENFORCEMENT AGENCY TELEPHONE NUMBER ()	
	NAME OF TOWING COMPANY				TOWER HAS ONLINE ACCESS TO DOR RECORDS <input type="checkbox"/> YES <input type="checkbox"/> NO		
	ADDRESS OF TOWING COMPANY				CITY	STATE	ZIP CODE
	TOWING COMPANY TELEPHONE NUMBER ()						
	NOTE: THIS REPORT MUST BE GIVEN TO THE LAW ENFORCEMENT AGENCY WITHIN 2 HOURS OF THE TOW IF REASON 1 IS CHECKED ABOVE OR WITHIN TWENTY-FOUR HOURS FOR ALL OTHER TOWS.						
	SIGNATURE OF TOWING OPERATOR				PRINTED NAME OF TOWING OPERATOR		
	SECTION C - LAW ENFORCEMENT AGENCY MUST COMPLETE	LAW ENFORCEMENT AGENCY				DATE NOTIFIED OF TOW	
<input type="checkbox"/> NCIC (PROVIDE NUMBER) _____ <input type="checkbox"/> MULES <input type="checkbox"/> REJIS <input type="checkbox"/> ALERT <input type="checkbox"/> OTHER				INQUIRY DATE (MM/DD/YYYY)			
MSHP NUMBER				REPORT/CASE/INCIDENT/TOW NUMBER			
ABANDONED PROPERTY OWNER'S NAME		ADDRESS		CITY	STATE	ZIP CODE	
LIENHOLDER'S NAME		ADDRESS		CITY	STATE	ZIP CODE	
SIGNATURE OF OFFICER				PRINTED NAME OF OFFICER		BADGE	

MO 662-2736 (12-04) DISTRIBUTION: WHITE - TOWING COMPANY SUBMITS TO DOR IF PROPERTY UNCLAIMED AND TOWER HAS NO ONLINE ACCESS TO DOR RECORDS
GREEN - LAW ENFORCEMENT RETAINS CANARY - TOWING COMPANY SUBMITS TO DVS WITH TITLE APP. PINK - TOWING COMPANY RETAINS GOLDENROD - STORAGE COMPANY RETAINS

EXHIBIT B (Cont'd.)

ABANDONED PROPERTY REPORT (DOR-4669) INSTRUCTIONS

- Owner, lessee, or property/security manager completes and signs this form;
- Towing company completes, signs, and delivers this report to the law enforcement agency within 2 hours of the tow if reason 1 is checked on front or within twenty-four hours for all other tows;
- Law enforcement officer completes and signs this form and retains a copy for their files;
- Towing company sends the original DOR-4669 to the Missouri Department of Revenue (department) if property remains unclaimed after 10 days and the tow company does not have online access to department records;
- Towing company retains the pink copy of the DOR-4669 for three years;
- Towing company must notify the department in writing of any address change;
- Towing companies with online record access must check department records online for owner and lienholder information;
- If the towing company does not find owner or lienholder information using the online record check, the towing company must send a copy of the completed "No Record" screen from the online record search and the DOR-4669 to the following address for further research:
DRIVER AND VEHICLE SERVICES BUREAU
RECORD CENTER
PO BOX 100
JEFFERSON CITY MO 65105-0100
- The department will perform a record search for the name and address of the owner and lienholder of record within five working days of receipt of the DOR-4669 submitted by tow company (no online access) or a completed "No Record" screen from the online record search and the DOR-4669 submitted by the towing company (with online access). A department search will be done by:
 - 1) Searching the department files; or
 - 2) Initiating an inquiry with another state if the evidence presented indicates the abandoned property was registered or titled in another state.
- The department will send a notification letter to the towing company within 15 working days after the search is completed with the following information:
 - 1) The name and address of the owner and lienholder; or
 - 2) Instructions if there is no record information available (please see below).
- Towing company must send a completed Vehicle Owner and Lienholder Notification (DOR-4577) by certified mail, return receipt requested within 10 days to the owner/lienholder as provided from the department records.

NO INFORMATION FOUND ON RECORD NOTIFICATION RECEIVED

If the department has no record of the abandoned property, the towing company must certify that a physical search of the abandoned property disclosed no other evidence of ownership. The towing company must also certify that a good faith effort was made to establish the prior state of registration and title by checking the items below:

- 1) The abandoned property for any type of license plates, license plate record, temporary permit, inspection sticker, decal, or other evidence that may indicate a state of possible registration and title;
- 2) The tow ticket/report of the tow operator to see if a license plate was on the abandoned property at the beginning of the tow;
- 3) The tow ticket/report of the tow operator to see if a license plate was on the abandoned property at the beginning of the tow, if a private tow; and
- 4) The tow ticket/report of the tow operator to see if an address is indicated on the driver license information if there is no address of the owner.

NOTE: The department will provide the tower with a notification letter to certify the above checks have been made. This certification must accompany the application for title.

HOW TO APPLY FOR ORIGINAL, SALVAGE, OR JUNK ABANDONED PROPERTY TITLES

Send ALL title applications on abandoned property to: Department of Revenue, Central Branch, P.O. Box 100, Jefferson City MO 65105

Submit the following when applying for a title for an abandoned vehicle:

- 1) Application for title with appropriate fees, properly completed in the towing company's name. The title type must be marked "Original", "Salvage", or "Junking Certificate" (Tow company not required to pay title fee or sales tax.);
- 2) Abandoned Property Affidavit (DOR-4576) properly completed, signed by the tower, and notarized by a notary public;
- 3) A copy of the Vehicle Owner and Lienholder Notification (DOR-4577) issued to any owner and lienholder of record. This must be sent by certified mail;
- 4) A copy of the certified mail return receipt(s) at least 30 days old, indicating all owners and lienholders of record, if applicable, have been sent DOR-4577 (see 3 above);
- 5) A copy of the notification the Department of Revenue issued to the towing company or a copy of the "Record Lookup Results" screen from the online record search;
- 6) A completed and signed Vehicle Examination Certificate (DOR-551), if applying for an "Original" title (contact the nearest Highway Patrol Headquarters for vehicle inspection); and
- 7) Abandoned Property Report (DOR-4669) completed by owner, lessee, property/security manager, tow company, and law enforcement agency.

IMPORTANT: MILEAGE MUST BE SHOWN ON THE APPLICATION FOR TITLE FOR VEHICLES LESS THAN 10 YEARS OLD. IF THE MILEAGE IS UNOBTAINABLE, write in an estimated mileage and a statement at the bottom of the application that mileage is only estimated. Complete and attach an Odometer Disclosure Statement (DOR-3019) and include the reason for mileage estimate: fire, digital dash inoperable, or other. **THIS MUST ACCOMPANY THE APPLICATION FOR TITLE.**

MO 660-2736 (12-24)

EXHIBIT C



MISSOURI DEPARTMENT OF REVENUE
DRIVER AND VEHICLE SERVICES BUREAU
**VEHICLE OWNER AND LIENHOLDER
NOTIFICATION**

FORM 4577 (REV. 9-04)				DATE	
OWNER				TITLE HOLDER: YOU MUST ACT TO PROTECT YOUR TITLE LIENHOLDERS: YOU MUST ACT TO PROTECT YOUR LIEN	
STREET ADDRESS					
CITY	STATE	ZIP CODE			
1ST LIENHOLDER				2ND LIENHOLDER	
STREET ADDRESS				STREET ADDRESS	
CITY	STATE	ZIP CODE		CITY	STATE
ABANDONED PROPERTY TOWED					
YEAR	MAKE	MODEL	VEHICLE/VESSEL/OUTBOARD MOTOR IDENTIFICATION NUMBER		
TOWING COMPANY					
TOWER'S ADDRESS				TELEPHONE NUMBER ()	
CITY				STATE	ZIP CODE
AGENCY THAT AUTHORIZED THE TOW					
<p>You must make arrangements to pay the towing costs of \$ _____ and storage costs of \$ _____ per day within thirty (30) days or the towing company may obtain a certificate of ownership/title to the abandoned property or sell the property on a bill of sale to a scrap metal operator or licensed salvage dealer for destruction.</p> <p>Section 304.156, RSMo, states the amount of the accrued towing, storage and administrative costs are the responsibility of the owner, and storage and/or administrative costs will continue to accrue as a legal liability of the owner until abandoned property is redeemed. The towing company claims a possessory lien for all such charges.</p> <p>You as the owner or the lienholder may retake possession of the abandoned property at any time during business hours by proving ownership or rights to a secured interest and paying all towing and storage charges.</p> <p>If you as the owner consider the towing or removal was improper or not legally justified, you have the right to request a hearing to contest the propriety of such towing or removal. To contest the towing or removal you must within ten days of receipt of this notice file a petition in the associate court in the county where the abandoned property is stored to determine if the abandoned property was wrongfully taken or withheld. The petition must have the towing company and agency or current lessee authorizing the tow as defendants. The Director of Revenue is not a defendant but must be served with a copy of such petition.</p> <p>Any charges in excess of the value of the abandoned property at the time of such transfer shall remain a liability of the owner.</p> <p>Send payment to the towing company at the address shown above or call the telephone number listed.</p>					
SIGNATURE OF TOWER					
NOTE TO TOWING COMPANY:					
<p>Titling abandoned property – You must issue this notice to the owner and lienholder of record of the abandoned property via certified mail. You must submit a copy of this notification and a copy of the certified mail receipts when applying for a title.</p> <p>Selling abandoned property for destruction to a scrap metal operator or licensed salvage dealer – You must issue this notice to the owner and lienholder of record of the abandoned property via certified mail. If after 30 days the property remains unredeemed, you may sell the property on a Bill of Sale (DOR-1957) to a scrap metal operator or licensed salvage dealer for destruction. You must submit a copy of the Bill of Sale (DOR-1957) to the Missouri Department of Revenue within two weeks of the sale.</p>					
WEB SITE ADDRESS: www.dor.mo.gov/mvdl <small>MO 860-2697 (9-04)</small>					

EXHIBIT D

DIVISION OF MOTOR VEHICLE AND
DRIVERS LICENSING
DRIVER AND VEHICLE SERVICES BUREAU
RECORD CENTER UNIT
P O BOX 100
JEFFERSON CITY MO 65105-0100

STATE OF MISSOURI
Department of Revenue

Telephone: (573) 751-4509
E-mail: mvbmail@dor.mo.gov



XXXXXXXX
XXXXXX XX

February 18, 2005

RE: ABANDONED PROPERTY
2005 XXXXX, IDENTIFICATION # XXXXXXXX - TOW # XXXXX

Dear Tower:

The Driver and Vehicle Services Bureau (DVS) received a tow report on the above referenced property. By Missouri law, we are required to notify you of the last registered owner(s) and lienholder(s). In checking our records with the information provided, we found no record of this abandoned property.

Our records indicate that xxxxx authorized the tow of this abandoned property. If this is not correct, please record the name of the person who authorized the tow and the date of the tow.

Tow Authorized By: _____
Date of Tow: _____

Examine the abandoned property, law enforcement inspection report, and tow report for the following and record or correct the information below:

Year: 2005
Make: XXXXX
VIN: XXXXXXXXX

License: _____ State: _____
Inspection/Permit: _____
Other: _____

Name and address of owner listed on tow report:

Name and address of lienholder listed on tow report:

Name and address of driver listed on tow report:

EXHIBIT D (Cont'd.)

XXXXXXX
FEBRUARY 18, 2005
PAGE 2

Please mark the appropriate box below, sign and date where indicated.

- ☐ I HAVE COMPLETED THE NECESSARY CHECKS, COMPLIED WITH THE INSTRUCTIONS, AND PROVIDED ANY NEW OR CORRECTED INFORMATION.

RETURN THIS SIGNED LETTER WITHIN 15 DAYS TO: Driver and Vehicle Services Bureau, Attn: Abandoned Vehicle Search - Record Center, Post Office Box 100, Jefferson City, MO 65101-0100, so we may continue our search using the new or corrected information.

- ☐ NO ADDITIONAL INFORMATION WAS FOUND.

If the above checks resulted in no new or corrected information, you may apply for title by submitting the following information to: Driver and Vehicle Services Bureau, Attn: Abandoned Property Desk - Central Branch Section, Post Office Box 100, Jefferson City, Missouri 65105-0100:

1. Copy of this signed letter;
2. Application for Missouri Title and License (DOR-108) marked original, salvage, or junk;

NOTE: Vehicle Examination Certificate (DOR-551) - only when applying for an original title.
3. Legible copy of the tow report (you will be required to notify any owner or lienholder listed on the tow report); and

NOTE: If no owner or lienholder is shown, you must notify the driver. If no owner, lienholder or driver is listed, you must indicate on the abandoned property affidavit that a good faith effort has been made to locate and notify the owner and lienholder of the vehicle.

4. Abandoned Property Affidavit (DOR-4576) completed, signed, and notarized.

NOTE: If there is no record of an owner, lienholder, or driver or if any of the notification letters were returned to the tow company, the box in section B must be marked showing a good faith effort was made to locate and notify the owner, lienholder, or driver.

NOTE: You may request the necessary forms by telephone, mail, or internet.

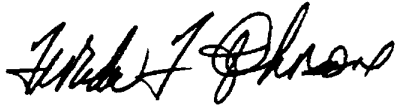
SIGNATURE: _____ **DATE:** _____

EXHIBIT D (Cont'd.)

XXXXXXX
FEBRUARY 18, 2005
PAGE 3

Thank you for your cooperation in this matter. If you have any questions, please contact Customer Service by calling (573) 751-4509 or you may e-mail or write to the address indicated on our letterhead.

Sincerely,

A handwritten signature in black ink, appearing to read "Finida F. Johnson". The signature is fluid and cursive, with the first name "Finida" and last name "Johnson" clearly distinguishable.

Finida F. Johnson, Supervisor
Record Center

DU1929/NICOLE

MVB346
200504900301075

EXHIBIT E

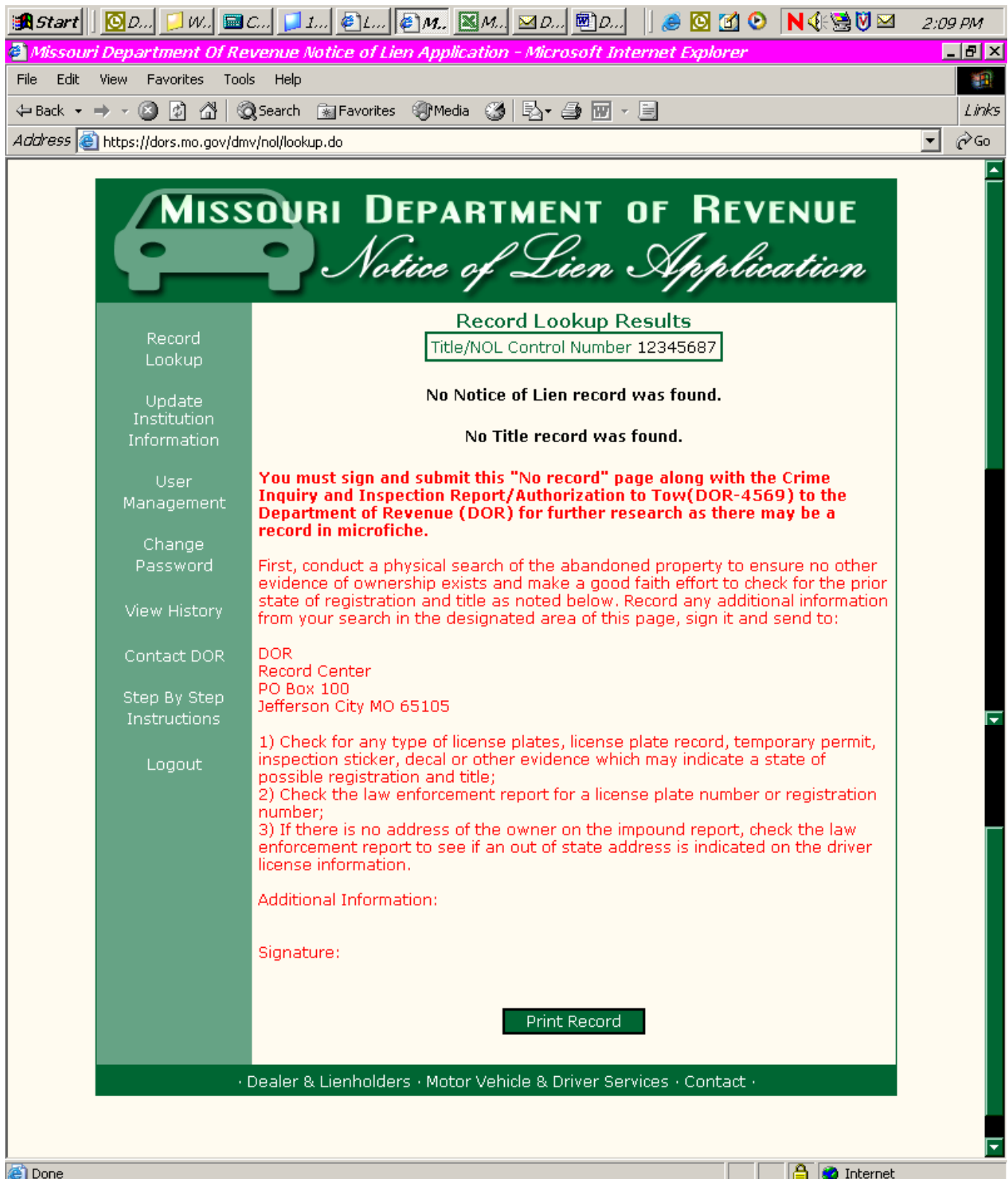


EXHIBIT F



MISSOURI DEPARTMENT OF REVENUE
DRIVER AND VEHICLE SERVICES BUREAU
P O BOX 100
JEFFERSON CITY MO 65105-0100
ABANDONED PROPERTY AFFIDAVIT

FORM
4576
(REV. 12-03)

Section 304.156 RSMo, provides that thirty (30) days after a notification form has been mailed to the abandoned property owner and lienholder, if applicable, and the property is unredeemed and no satisfactory arrangement has been made with the lienholder in possession for continued storage, and the owner or lienholder, if applicable, has not requested a hearing as provided, the lienholder in possession may apply to the Director of Revenue for an original title, salvage certificate of title designated with the words "Salvage/Abandoned Property" or junking certificate based on the condition of the abandoned property. **This affidavit must accompany the transaction with Sections A, B, and D completed. See checklist on reverse for other requirements.**

ABANDONED PROPERTY TOWED

SECTION A	YEAR	MAKE	MODEL	VEHICLE/VESSEL/OUTBOARD MOTOR IDENTIFICATION NUMBER		
	OWNER			LIENHOLDER		
	STREET ADDRESS			STREET ADDRESS		
	CITY	STATE	ZIP CODE	CITY	STATE	ZIP CODE

SECTION B	<p>On (date) _____, I towed the above mentioned property. I have been in possession of the abandoned property for at least 30 days and the owner of the abandoned property or lienholder have not made arrangements for payment of towing and storage charges. I have not been notified of any application for hearing as provided in Section 304.156 RSMo.</p> <p>Check the following only if applicable:</p> <p><input type="checkbox"/> The notice to the owner and lienholder of the abandoned property has been returned "Not Forwardable" or "Addressee Unknown." My signature on this affidavit certifies that a physical search of the abandoned property disclosed no other evidence of ownership and that a good faith effort has been performed to establish the prior state of registration and title. The following was searched:</p> <ol style="list-style-type: none"> 1. The abandoned property for any type of license plates, license plate record, temporary permit, inspection sticker, decal, or other evidence which may indicate a possible registration and title in another state; 2. The law enforcement report for a license plate number or registration number if the abandoned property was towed at the request of a law enforcement agency; 3. The tow ticket/report of the tow truck operator to see if a license plate was on the abandoned property at the beginning of the tow, if a private tow; and 4. The law enforcement report to see if an out-of-state address is indicated on the driver license information if there is no address of the owner on the impound report.
-----------	--

SECTION C	OWNER OR POSSESSOR OF REAL PROPERTY FROM WHICH THE ABANDONED PROPERTY WAS REMOVED, IF APPLICABLE.	DATE OF REMOVAL
	CURRENT STREET LOCATION OF ABANDONED PROPERTY	CITY
	CIRCUMSTANCES REGARDING HOW TOWER CAME INTO POSSESSION OF ABANDONED PROPERTY (WHO AUTHORIZED, ETC.)	STATE

SECTION D	TOWING COMPANY NAME	SIGNATURE OF TOWER	DATE
	NOTARY PUBLIC EMBOSSEER OR BLACK INK RUBBER STAMP SEAL	STATE	COUNTY (OR CITY OF ST. LOUIS)
	SUBSCRIBED AND SWORN BEFORE ME, THIS		USE RUBBER STAMP IN CLEAR AREA BELOW.
	DAY OF		
	NOTARY PUBLIC SIGNATURE	MY COMMISSION EXPIRES	
NOTARY PUBLIC NAME (TYPED OR PRINTED)			

MO 860-2696 (12-03)

EXHIBIT G



MISSOURI DEPARTMENT OF REVENUE
DRIVER AND VEHICLE SERVICES BUREAU
PO BOX 3325, JEFFERSON CITY, MO 65105-3325
(573) 751-2609 www.dor.mo.gov/mvdl

VEHICLE EXAMINATION CERTIFICATE

FORM
551
(REV. 4-04)

ALL BILLS OF SALE FOR PARTS LISTED **MUST** BE IN APPLICANT'S NAME AND **MUST** ACCOMPANY THIS FORM WHEN SUBMITTED TO THE MISSOURI DEPARTMENT OF REVENUE FOR TITLE. THIS FORM **MUST** BE SUBMITTED TO THE CENTRAL OFFICE ONLY.

APPLICANT

1. APPLICANT'S NAME (VEHICLE OWNER)

2. STREET ADDRESS

3. CITY

4. STATE

5. ZIP CODE

VALIDATION ONLY

6. TELEPHONE NUMBER

7. SALVAGE BUSINESS NO./DEALER NO. (IF APPLICABLE)

8. **MOTOR VEHICLES** - LIST BELOW ANY OF THE FOLLOWING PARTS (AND THE CORRESPONDING INFORMATION) THAT WERE REPLACED: COWL, REAR CLIP, FRAME, BODY, CAB, FRONT CLIP, FRONT-END ASSEMBLY, MOTOR, OR TRANSMISSION. **MOTORCYCLES** - LIST BELOW ANY OF THE FOLLOWING PARTS (AND THE CORRESPONDING INFORMATION) THAT WERE REPLACED: MOTOR, FRAME, OR TRANSMISSION. YOU MUST PROVIDE A NOTARIZED BILL OF SALE AND A COPY OF THE FRONT AND BACK OF THE CORRESPONDING TITLE FOR EACH PART REPLACED. A COPY OF THE TITLE IS NOT NEEDED FOR A MOTOR OR TRANSMISSION THAT IS REPLACED ON A MOTOR VEHICLE. SEE REVERSE SIDE FOR MORE INFORMATION ON PARTS.

PART REPLACED	YEAR	MAKE	SERIAL NUMBER	TITLE NUMBER	STATE

9. **MOTOR VEHICLES** - LIST ANY OTHER ESSENTIAL COMPONENT PARTS SUCH AS BUMPER, DOORS, FENDER, GRILLE, HOOD, OR TRUNK LID. **MOTORCYCLES** - LIST ANY OTHER ESSENTIAL COMPONENT PARTS SUCH AS DRIVELINE, FENDERS, GAS TANK, OR SUSPENSION PARTS. ATTACH CORRESPONDING BILLS OF SALE IN THE APPLICANT'S NAME. TAXES ARE DUE ON PARTS UNLESS PAID AT THE TIME OF PURCHASE.

9A. IF NO PARTS USED, INDICATE REASONS NO PARTS USED:

☐ OUT OF STATE VERIFICATION

☐ ABANDONED PROPERTY

☐ STOLEN/RECOVERED

☐ FLOOD/HAIL DAMAGE ONLY

☐ ABANDONED ON REAL ESTATE

☐ OTHER (EXPLAIN):

9B. IF NO PARTS USED, DESCRIBE REPAIRS:

9C. LIST THE YEAR, MAKE, AND VEHICLE IDENTIFICATION NUMBER OF THE VEHICLE BEING REBUILT:

I DO HEREBY CERTIFY THAT THE ABOVE INFORMATION IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE.

IF THE MOTOR VEHICLE QUALIFIES AS A MOTOR CHANGE VEHICLE AS DEFINED ON THE REVERSE, A SEPARATE NOTARIZED AFFIDAVIT SIGNED BY THE APPLICANT MUST BE SUBMITTED IN ADDITION TO THIS FORM EXPLAINING THE MOTOR CHANGE.

10. SIGNATURE OF OWNER OR AUTHORIZED AGENT OF BUSINESS

X

DO NOT WRITE BELOW THIS LINE

TO BE COMPLETED BY AUTHORIZED PERSONNEL OF THE MISSOURI HIGHWAY PATROL, OR ST. LOUIS CITY/COUNTY AUTO THEFT.

11. COLOR	12. YEAR	13. PUBLIC VIN	YEAR
14. MAKE	15. CYL.	16. POLICE VIN	YEAR
17. MODEL	18. HP	19. ENGINE VIN	YEAR
20. BODY STYLE	21. GVWR	22. TRANSMISSION VIN	YEAR
23. MILEAGE	24. FEDERAL LABEL		YEAR

25. CHECK WHICH OF THE FOLLOWING PARTS WERE CHANGED

☐ COWL ☐ REAR CLIP ☐ FRAME ☐ BODY ☐ CAB ☐ FRONT CLIP ☐ FRONT-END ASSEMBLY ☐ MOTOR/ENGINE ☐ TRANSMISSION

26. THIS IS A NON-USA STD MOTOR VEHICLE ☐

27. CONDITION OF ABANDONED PROPERTY

☐ NO APPARENT DAMAGE

☐ DAMAGED (EXPLAIN IN BLOCK 28.)

☐ DAMAGED/REPAIRED (EXPLAIN IN BLOCK 28.)

DAMAGED/UNREPAIRED - SALVAGE TITLE
☐ RECOMMENDED (EXPLAIN IN BLOCK 28.)

28. REMARKS OR ANY DISCREPANCIES NOTED (USE ADDITIONAL SHEET OF PAPER IF NECESSARY).

☐ VERIFIED VEHICLE BEING REBUILT (SEE #9C)

29. RECOMMENDED DOR ISSUE: ☐ REPLACEMENT VIN ☐ DR #

30. I CERTIFY TO THE BEST OF MY KNOWLEDGE THAT MY PHYSICAL INSPECTION OF THIS VEHICLE ON _____, 20____, DISCLOSED THE INFORMATION IN ITEMS 11 THRU 28 AND THAT NO PERTINENT SERIAL NUMBERED PARTS OR VEHICLE IDENTIFICATION NUMBERS CAME FROM OR BELONG TO STOLEN VEHICLES.

31. LAW ENFORCEMENT AGENCY

32. FILE NUMBER

33. EXAMINING OFFICER'S SIGNATURE

34. EXAMINING OFFICER'S PHONE NUMBER

35. BADGE NUMBER

MO 860-0113 (4-04)

DISTRIBUTION: WHITE - APPLICANT SUBMIT TO REVENUE CANARY - EXAMINING OFFICER
PINK - CUSTOMER GOLDENROD - OFFICE AUDIT COPY

EXHIBIT G (Cont'd.)

FORM 551

"Any false statement in this application is a violation of the law and may be punished by fine or imprisonment or both." (301.420 RSMo)

This examination form (DOR-551) expires six months from completion, and must be completed in the following situations:

1. When converting a salvage title into an original title; (branded)
2. When obtaining a new vehicle identification number on a motor vehicle;
3. When the motor vehicle qualifies as a rebuilt, reconstructed, specially constructed, motor change, kit, or NON-USA-STD motor vehicle as defined below;
4. When an out-of-state vehicle has a previous salvage title record in Missouri, if applicable; and
5. When applying for an original title on abandoned property and on any other vehicle as the director may require.

PLEASE REVIEW THE DEFINITIONS BELOW TO DETERMINE HOW YOUR MOTOR VEHICLE WILL BE CLASSIFIED AND TITLED.

REBUILT MOTOR VEHICLE - A motor vehicle which has been repaired or restored to its original appearance and design by means of repaired sheet metal and/or by replacement of new or major parts such as the bumper, hood, fender, grille, trunk lid, and doors of the same vehicle make, model, or description, excluding major component parts (see definition of major component parts below). The title will be issued for a rebuilt motor vehicle which conforms to this definition. The title will be branded "PRIOR SALVAGE".

RECONSTRUCTED MOTOR VEHICLE - A vehicle that is altered from its original construction by the addition or substitution of two or more new or used major component parts, excluding motor vehicles made from all new parts, and new multistage manufactured vehicles. The title will be branded "PRIOR SALVAGE" or "RECONSTRUCTED MOTOR VEHICLE".

MOTOR CHANGE VEHICLE - A vehicle manufactured prior to August 1957, which receives a new, rebuilt, or used engine, and which used the number stamped on the original engine as the vehicle identification number. The title will be branded "MOTOR CHANGE VEHICLE".

SPECIALY CONSTRUCTED MOTOR VEHICLE - A motor vehicle which has not been originally constructed under a distinctive name, make, model, or type by a manufacturer of motor vehicles (EXAMPLE - DUNE BUGGY). The term "specially constructed motor vehicle" includes kit vehicles. The Missouri Certificate of Title issued will be stamped "SPECIALY CONSTRUCTED MOTOR VEHICLE".

KIT MOTOR VEHICLE - A motor vehicle assembled by a person other than a generally recognized manufacturer of motor vehicles by the use of a "glider kit" or replica purchased from an authorized manufacturer and accompanied by a manufacturer's statement of origin. The "kit" may include the cab, drive train, etc. The Missouri Certificate of Title issued will be stamped "SPECIALY CONSTRUCTED MOTOR VEHICLE".

NON-USA-STD MOTOR VEHICLE - A motor vehicle not originally manufactured in compliance with United States emissions or safety standards. The title will be branded "NON USA STD MOTOR VEHICLE."

MAJOR COMPONENT PARTS

INCLUDE THE FOLLOWING PARTS OF A MOTOR VEHICLE:

1. **COWL** - sheet metal formed by severing the vehicle across the floor in the vicinity of the front seat, severing the windshield posts (not including removing the parts forward of the firewall).
2. **REAR CLIP** - the complete rear sheet metal assembly formed by severing the vehicle across the floor and either through the windshield post or through the rear window post.
3. **FRAME** - the steel basic structure which runs the entire length of the vehicle onto which the suspension parts are bolted to the lower side and the body is bolted to the top side.
4. **BODY** - the shell, either of a unibody or frame-type passenger vehicle, which consists of a one-piece, integrated sheet metal construction extending from the firewall back. The body includes a cowl but not a front-end assembly. It may or may not include an interior, doors, and deck lid.
5. **CAB** - the passenger compartment of a common truck. It is a one-piece sheet metal construction which may or may not include glass, instrumentation, steering column, and seat.
6. **FRONT CLIP** - all parts of the front end assembly plus complete cowl, and may include instrumentation and steering column. Requires cutting of floor and windshield post.
7. **FRONT END ASSEMBLY** - an entire unit consisting of that portion of the body from the firewall forward (i.e., hood, both fenders, inner skirt or fenders, radiator or core support, grille.)

MAJOR COMPONENT PARTS - MOTORCYCLE

INCLUDE THE FOLLOWING PARTS OF A MOTORCYCLE:

1. **FRAME** - the basic skeletal structure onto which the major and/or essential* component parts are secured for the construction and completion of the vehicle.
2. **MOTOR**
3. **TRANSMISSION**

***ESSENTIAL COMPONENT PARTS** - driveline parts, fenders, gas tank, or suspension parts.

These definitions are subject to change. The Missouri Department of Revenue's current Administrative Rule on this subject shall control.

RETURN TO:

MISSOURI DEPARTMENT OF REVENUE
DRIVER AND VEHICLE SERVICES BUREAU
PO BOX 3325 OR PO BOX 3310 (QUICK TITLE)
JEFFERSON CITY MO 65105-3325

CHECKLIST

1. Title Application;
2. Title, Assigned Title, or Manufacturer's Certificate of Origin;
3. 551 Inspection Form;
4. Notarized Bill of Sale and copies of front and back of title for each major component part replaced;
5. Receipt or Bill of Sale for parts listed on line 9 of this form; and
6. Check or money order for title fee, processing fees, and taxes owed.

THE MISSOURI DEPARTMENT OF REVENUE MAY ELECTRONICALLY RESUBMIT CHECKS RETURNED FOR INSUFFICIENT OR UNCOLLECTED FUNDS

MO 860-0113 (4-04)

EXHIBIT H



MISSOURI DEPARTMENT OF REVENUE
DRIVER AND VEHICLE SERVICES BUREAU
**APPLICATION FOR REPLACEMENT OF VEHICLE/VESSEL/
TRAILER IDENTIFICATION NUMBER PLATE**

FORM
923
(REV. 2-03)

REPLACEMENT PLATE CONTROL NO.

SEE INSTRUCTIONS ON REVERSE

VALIDATION ONLY

APPLICANT

REGISTERED OWNER (LAST, FIRST, MIDDLE)	DEALER NUMBER	COUNTY	TELEPHONE NUMBER ()
STREET, RR, OR P.O. BOX NUMBER	CITY	STATE	ZIP CODE

MOTOR VEHICLE/TRAILER

YEAR	MAKE	BODY STYLE	VEHICLE IDENTIFICATION NUMBER	MISSOURI TITLE NUMBER	LICENSE NUMBER
LOSS OF VIN. PLATE REPORTED TO:			DATE	COLOR	REASON REQUIRED <input type="checkbox"/> LOST <input type="checkbox"/> STOLEN <input type="checkbox"/> MUTILATED <input type="checkbox"/> DESTROYED

VESSEL/OUTBOARD MOTOR

YEAR	MAKE	MODEL NUMBER	HULL IDENTIFICATION NUMBER	MISSOURI TITLE NUMBER	REGISTRATION NUMBER
HP	COLOR	LENGTH	MATERIAL	TYPE OF PROPULSION	
LOSS OF VIN. PLATE REPORTED TO:			DATE	REASON REQUIRED <input type="checkbox"/> LOST <input type="checkbox"/> STOLEN <input type="checkbox"/> MUTILATED <input type="checkbox"/> DESTROYED	

SIGNATURE

I certify that the statements above are true and that I am the registered owner of the above described unit(s).

APPLICANT'S SIGNATURE

NOTARY INFORMATION

NOTARY PUBLIC EMBOSSER OR BLACK INK RUBBER STAMP SEAL	STATE	COUNTY (OR CITY OF ST. LOUIS)
	SUBSCRIBED AND SWORN BEFORE ME, THIS	
	DAY OF	YEAR
	NOTARY PUBLIC SIGNATURE	MY COMMISSION EXPIRES
NOTARY PUBLIC NAME (TYPED OR PRINTED)		USE RUBBER STAMP IN CLEAR AREA BELOW.

FOR AUTHORIZED LAW ENFORCEMENT AGENCY USE ONLY - DO NOT WRITE BELOW THIS LINE

I certify that on _____ I physically inspected the above described vehicle/vessel/outboard motor after the applicant provided satisfactory proof of ownership and found the vehicle/hull identification number(s) to be:

PUBLIC VIN	<input type="checkbox"/> The VIN plate listed below must be surrendered at the time a new replacement number is issued.			
POLICE VIN				
LAW ENFORCEMENT AGENCY	FILE NUMBER	EXAMINING OFFICER'S SIGNATURE	TELEPHONE NUMBER ()	BADGE NO.

I certify that on _____ I did affix the replacement plate, control number _____ issued by the Department of Revenue to the above vehicle.

☐ The outstanding VIN plate listed above has been surrendered and forwarded to the Missouri State Highway Patrol, Auto Theft Unit.

LAW ENFORCEMENT AGENCY	LAW ENFORCEMENT OFFICER	BADGE NO.
REMARKS AND DISCREPANCIES NOTED		

MO 860-0315 (2-03)

DISTRIBUTION: WHITE, CANARY, PINK - DEPT. OF REVENUE; GOLDENROD - INSPECTING LAW ENFORCEMENT AGENCY

EXHIBIT H (Cont'd.)

INSTRUCTIONS TO APPLICANT - READ CAREFULLY

This form is to be used when a vehicle/vessel/trailer identification number plate needs to be replaced.

"Any false statement in this application is a violation of the law and may be punished by fine or imprisonment or both" (301.420 RSMo).

1. Print or typewrite with black ink.
2. Before the application can be accepted by the Missouri Department of Revenue, an examination to determine the true identity of the vehicle must be made only by the authorized law enforcement, the Missouri State Highway Patrol, or a member of the St. Louis City or County Auto Theft Unit.
3. This application will not be accepted by any Missouri Department of Revenue Branch or Fee Agent office. The first three copies, accompanied by a \$7.50 fee, any applicable processing fees, and a photocopy of the front and back of the **Missouri title in the applicant's name**, if applicable, must be mailed directly to the following address:

DRIVER AND VEHICLE SERVICES BUREAU
PO BOX 3325
JEFFERSON CITY MO 65105-3325

The fourth copy will be retained by the inspecting agency.

DO NOT SEND CASH. Checks or money orders may be accepted as payment. Make the check or money order payable to: Missouri Department of Revenue. The check must be preprinted with the check writer's name and address, bank code and account number. It must also include the following information regarding the check writer:

1. Driver license or non-driver license number;
2. Date of birth; and
3. Daytime phone number.

THE MISSOURI DEPARTMENT OF REVENUE MAY ELECTRONICALLY RESUBMIT CHECKS RETURNED FOR INSUFFICIENT OR UNCOLLECTED FUNDS. Other restrictions may also apply.

4. The replacement identification number plate will be forwarded to the applicable agency (as listed in paragraph 2) for proper attachment to the unit. The agency will contact the owner for an appointment to attach the plate to the unit.

EXHIBIT I



MISSOURI DEPARTMENT OF REVENUE
DRIVER AND VEHICLE SERVICES BUREAU
301 W HIGH STREET, ROOM 370, PO BOX 100
JEFFERSON CITY, MISSOURI 65105
www.dor.mo.gov/mvdl

FORM 1957 (REV. 10-04)	QUESTIONS SHOULD BE REFERRED TO (573) 751-4509
-------------------------------------	--

BILL OF SALE/EVEN – TRADE BILL OF SALE

SECTION A	The seller must complete all applicable information and sign this form. The purchaser must also sign this form in the appropriate area. The Bill of Sale/Even – Trade Bill of Sale must be notarized if the following applies:					
	<ul style="list-style-type: none"> • Claiming the 180-day tax credit (purchase and sale must be within 180-days of each other); • Showing proof of ownership on major component parts of a rebuilt vehicle; or • Showing proof of ownership to apply for a Temporary Permit. 					
	PURCHASER(S) NAME(S) (TYPED OR PRINTED)			SELLER(S) NAME(S) (TYPED OR PRINTED)		
	ADDRESS			ADDRESS		
SECTION B	CITY	STATE	ZIP CODE	CITY	STATE	ZIP CODE
	NEWLY PURCHASED MOTOR VEHICLE					
	YEAR	MAKE	TITLE NUMBER			
	VEHICLE IDENTIFICATION NUMBER					
	SALE DATE	SALE PRICE	IF AN EVEN-TRADE OCCURRED PLEASE COMPLETE THE INFORMATION IN SECTION C.			
	NEWLY PURCHASED BOAT			NEWLY PURCHASED TRAILER		
	YEAR	MAKE	TITLE NUMBER	YEAR	MAKE	TITLE NUMBER
	VESSEL IDENTIFICATION NUMBER			VEHICLE IDENTIFICATION NUMBER		
	SALE DATE	SALE PRICE	SALE DATE	SALE PRICE		
	NEWLY PURCHASED OUTBOARD MOTOR					
YEAR	MAKE	TITLE NUMBER	HORSEPOWER			
VESSEL IDENTIFICATION NUMBER						
SECTION C	SALE DATE	SALE PRICE		SALE PRICE		
	UNIT/VEHICLE TRADED FOR					
	YEAR	MAKE	TITLE NUMBER			
SECTION D	VEHICLE IDENTIFICATION NUMBER					
	PURCHASER'S ACKNOWLEDGEMENT					
	SIGNATURE OF PURCHASER			SIGNATURE OF SELLER		UNIT/VEHICLE SOLD FOR DESTRUCTION <input type="checkbox"/> YES <input type="checkbox"/> NO
	NOTARY REQUIRED FOR: 180-DAY TAX CREDIT, REBUILT VEHICLE, OR TEMPORARY PERMIT					
	NOTARY PUBLIC EMBOSSER OR BLACK INK RUBBER STAMP SEAL	STATE		COUNTY (OR CITY OF ST. LOUIS)		
		SUBSCRIBED AND SWORN BEFORE ME, THIS				USE RUBBER STAMP IN CLEAR AREA BELOW.
		DAY OF		YEAR		
		NOTARY PUBLIC SIGNATURE		MY COMMISSION EXPIRES		
	NOTARY PUBLIC NAME (TYPED OR PRINTED)					
	FOR DOR USE ONLY	CREDIT USED	DATE USED	CREDIT REMAINING	OFFICE NO.	
CREDIT USED		DATE USED	CREDIT REMAINING	OFFICE NO.		

MO 860-0398 (10-04)

EXHIBIT J

VEHICLE RECORD <small>SHP - 29F 3/98</small>	INCIDENT NUMBER	INCIDENT TYPE	SHP-325 <input type="checkbox"/> YES <input type="checkbox"/> NO INDICATE DATE & TIME TAKEN INTO CUSTODY	PAGE _____ OF _____	
			SHP-105 <input type="checkbox"/> YES <input type="checkbox"/> NO BADGE MONTH DAY YEAR HOURS		
	COLOR	YEAR	MAKE	MODEL	NO. ARRESTS RELATED REPORT NUMBERS
	VIN				LOCATION OF VEHICLE COUNTY CODE
	REGISTRATION	YEAR	STATE	NUMBER	ODOMETER READING
	DRIVER NAME & ADDRESS				
REASON FOR VEHICLE REMOVAL <input type="checkbox"/> Accident <input type="checkbox"/> Burned <input type="checkbox"/> Stolen <input type="checkbox"/> Custodial arrest (304.155) <input type="checkbox"/> Unattended on state right-of-way outside urbanized area 48 + hours (304.155) <input type="checkbox"/> Unattended on state right-of-way in urbanized area 10 + hours (304.155) <input type="checkbox"/> Unattended obstructing traffic / causing safety hazard / violating posted signs (304.155) <input type="checkbox"/> Abandoned, owner has outstanding traffic / parking violations (304.155) <input type="checkbox"/> Abandoned on waterway 10+ hours / obstructing normal traffic / floating loose (304.155) <input type="checkbox"/> Abandoned on highway right-of-way / waterway / private property (577.080) <input type="checkbox"/> Abandoned on real property 48 + hours (304.157) <input type="checkbox"/> Abandoned on real property, causing hazard/interference (304.157)					
REGISTERED OWNER & ADDRESS (Strike out "Registered" if owner has not registered with DOR.)					
RECORDED LIENHOLDER & ADDRESS					
COMPUTER INQUIRIES DATE OF INQUIRY <input type="checkbox"/> NCIC <input type="checkbox"/> MULES <input type="checkbox"/> OTHER: _____					
IN RUNNING CONDITION (IF STOLEN) EST. VEH. VALUE <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> UNKNOWN					
DAMAGE / DEFECTS (to body, interior, ignition, engine, etc.)					
IF STOLEN, FROM WHAT LOCATION? DATE STOLEN					
MISSING PARTS (tires, wheels, sound system, body / engine parts, etc.)					
NCIC NUMBER SHP NUMBER LOCAL REPORT NUMBER					
REPORTING AGENCY NOTIFIED <input type="checkbox"/> YES <input type="checkbox"/> NO					
OFFICER'S PRINTED NAME					
BUSINESS REMOVING: NAME, ADDRESS, & PHONE					
OFFICER'S SIGNATURE BADGE TROOP					
PLACE WHERE VEHICLE WILL BE STORED					
ITEM # QUANTITY DESCRIPTION OF ITEMS IN VEHICLE (Include serial numbers)					
PARTIAL DISPOSITION (The item(s) marked through was relisted on a supplemental record bearing the above page number with a suffix.) ITEM(S) SFX ITEM(S) SFX ITEM(S) SFX SIGNATURE OF WITNESS (if needed) A B C					
DISPOSITION OF VEHICLE & ITEMS					
SIGNATURE OF PERSON RECEIVING VEHICLE DATE RECEIVED SIGNATURE OF RELEASING OFFICER BADGE					
AGENT'S TITLE, NAME, & ADDRESS (PRINTED BY OFFICER)					
EXPLANATION & DETAILS (Include possible owner identification information if owner is unknown.)					

DISTRIBUTION: WHITE - Property Control Officer CANARY - Troop PINK - Division of Drug and Crime Control GOLD - Extra (towing co.) BLUE - Extra (towing co.)
NOTICE: Submit machine copy of original to DOR on all abandoned property, as defined in Section 304.001, unclaimed within 10 working days.

EXHIBIT K

SENDER: COMPLETE THIS SECTION	COMPLETE THIS SECTION ON DELIVERY
<ul style="list-style-type: none"> ■ Complete items 1, 2, and 3. Also complete item 4 if Restricted Delivery is desired. ■ Print your name and address on the reverse so that we can return the card to you. ■ Attach this card to the back of the mailpiece, or on the front if space permits. 	<div style="border: 1px solid black; padding: 5px;"> <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <p>A. Signature</p> <p style="font-size: 2em; font-weight: bold; margin-top: 10px;">X</p> </div> <div style="width: 50%;"> <p><input type="checkbox"/> Agent</p> <p><input type="checkbox"/> Addressee</p> </div> </div> <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <div style="width: 45%;"> <p>B. Received by (<i>Printed Name</i>)</p> </div> <div style="width: 50%;"> <p>C. Date of Delivery</p> </div> </div> <div style="margin-top: 10px;"> <p>D. Is delivery address different from item 1? <input type="checkbox"/> Yes</p> <p style="margin-left: 40px;">If YES, enter delivery address below: <input type="checkbox"/> No</p> </div> </div>
<p>1. Article Addressed to:</p>	<div style="border: 1px solid black; padding: 5px;"> <p>3. Service Type</p> <div style="display: flex; flex-wrap: wrap;"> <div style="width: 50%;"> <p><input type="checkbox"/> Certified Mail</p> <p><input type="checkbox"/> Registered</p> <p><input type="checkbox"/> Insured Mail</p> </div> <div style="width: 50%;"> <p><input type="checkbox"/> Express Mail</p> <p><input type="checkbox"/> Return Receipt for Merchandise</p> <p><input type="checkbox"/> C.O.D.</p> </div> </div> </div>
<p>2. Article Number</p> <p><i>(Transfer from service label)</i></p>	<div style="border: 1px solid black; padding: 5px;"> <p>4. Restricted Delivery? (<i>Extra Fee</i>) <input type="checkbox"/> Yes</p> </div>

EXHIBIT L

USPS - Track & Confirm

Page 1 of 1



Track & Confirm

Current Status

You entered 7004 1350 0001 1791 7882

Your item was delivered at 3:36 pm on December 13, 2004 in CAPE GIRARDEAU, MO 63701.

[Shipment Details >](#)

Notification Options

[▶ Track & Confirm by email](#) [What is this?](#) [Go >](#)

Track & Confirm

Enter label number:

[Track & Confirm FAQs](#)



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U.S. Postal Service™ CERTIFIED MAIL™ RECEIPT (Domestic Mail Only; No Insurance Coverage Provided) For delivery information visit our website at www.usps.com	
Postage	\$
Certified Fee	
Return Receipt Fee (Endorsement Required)	
Restricted Delivery Fee (Endorsement Required)	
Total Postage & Fees	\$
Postmark None	
Sent To Street, Apt. No. or PO Box No. City, State, ZIP+4	
PS Form 3800, June 2002	

http://trkenfrm1.smi.usps.com/netdata-cgi/db2www/cbd_243.d2w/output

12/29/2004

EXHIBIT M



MISSOURI DEPARTMENT OF REVENUE
DRIVER AND VEHICLE SERVICES BUREAU
P O BOX 100 JEFFERSON CITY MO 65105-0100
(573) 751-4509 www.dor.mo.gov/mvdl

ABANDONED PROPERTY BILL OF SALE

FORM
4579
(REV. 4-04)

This form is for use by cities/counties that have filed a statement with the Missouri Department of Revenue certifying that they have an ordinance regulating the sale of abandoned property that is consistent with Sections 304.155 to 304.158 of Missouri law. The city/county clerk/deputy must complete all applicable information, sign in the designated area and affix the city/county seal. The purchaser must sign this form in the appropriate area.

ALL vehicles (motor vehicles, trailers, boats, outboard motors or all-terrain vehicles) sold on an Abandoned Property Bill of Sale will receive an original title, salvage title, or junking certificate. The purchaser of this abandoned property, must make application within 30 days of purchase. The seller must check one of the following:

- ☐ This vehicle is being sold as Junk or Parts. A junking certificate will be issued. No title fee or taxes are due. (See checklist on back.)
- ☐ This vehicle is being sold as salvage. A salvage title will be issued. An \$8.50 title fee and state and local taxes are due. A \$2.50 processing fee must also be included.
- ☐ This vehicle requires no repair or is rebuildable. An original title will be issued. A Vehicle Examination Certificate (DOR-551 form) must be submitted to obtain an original title, in addition to an \$8.50 title fee and state and local taxes, if applicable. A \$2.50 processing fee must also be included.

See reverse for additional information.

PURCHASER(S) NAME

ADDRESS

CITY

STATE

ZIP CODE

SELLER (CITY/COUNTY)

ADDRESS OF CITY/COUNTY OFFICE

CITY

STATE

ZIP CODE

ABANDONED PROPERTY DESCRIPTION

YEAR	MAKE	MODEL	IDENTIFICATION NUMBER	PURCHASE PRICE	SALE DATE

I state that the odometer now reads the aforementioned miles and to the best of my knowledge that it reflects the actual mileage of the vehicle described herein, unless one of the following statements is checked.

ODOMETER READING (NO TENTHS)

- ☐ Mileage in excess of its mechanical limits ☐ Mileage reading not actual (WARNING, ODOMETER DISCREPANCY)

SIGNATURE OF PURCHASER(S)

SIGNATURE OF MUNICIPAL/COUNTY CLERK OR DEPUTY

PRINTED NAME(S) OF PURCHASER(S)

PRINTED NAME OF SELLER

Federal law (and State law, if applicable) requires that you state the mileage upon transfer of ownership. Failing to complete or providing a false statement may result in fines and/or imprisonment.

AFFIX MUNICIPAL OR COUNTY SEAL HERE

EXHIBIT M (Cont'd.)

To avoid title penalty fees, you must apply for a "Salvage" or "Original" title or a "Junking Certificate" within:

- a. **30 days** from the date of purchase for **motor vehicles, trailers and all-terrain vehicles**. Delinquent applications will be assessed a \$25 title penalty for each 30 days of delinquency, not to exceed \$200; or
- b. **60 days** from the date of purchase for **boats and outboard motors**. Delinquent applications will be assessed a \$10 title penalty for each 30 days of delinquency, not to exceed \$30.

Note: A title penalty fee is not charged when applying for a "Junking Certificate."

Below are checklists outlining the documents and fees needed to title your newly purchased abandoned property.

CHECKLIST FOR AN "ORIGINAL" OR A "SALVAGE" TITLE

- ☐ An application for title properly completed in your (purchaser's) name(s). The title type must be marked "**Salvage**" or "**Original**" title;
 - An *Application for Title and License* (DOR-108) for motor vehicles, motorcycles, trailers and all-terrain vehicles; **OR**
 - An *Application for Missouri Watercraft or Outboard Motor Title and Registration* (DOR-93) for boats and outboard motors.
- ☐ This bill of sale completed and issued by the city or county that sold the abandoned property in accordance with its local ordinance;
- ☐ A completed and signed *Vehicle Examination Certificate* (DOR-551) if applying for an "**original**" title;
- ☐ Title penalty fees, if applicable;
- ☐ An \$8.50 title fee; and
NOTE: The Missouri Department of Revenue may electronically resubmit checks returned for insufficient or uncollected funds.
- ☐ A \$2.50 processing fee must also be included.
- ☐ State and local taxes unless tax exempt, e.g., you are a registered dealer, leasing company, etc.

CHECKLIST FOR A "JUNKING CERTIFICATE"

- ☐ An application for junking certificate properly completed in your (purchaser's) name(s). The title type must be marked "**Junk**" and
 - An *Application for Title and License* (DOR-108) for motor vehicles, motorcycles, trailers and all-terrain vehicles; **OR**
 - An *Application for Missouri Watercraft or Outboard Motor Title and Registration* (DOR-93) for boats and outboard motors.
- ☐ A \$2.50 processing fee must also be included.
- ☐ This bill of sale completed and issued by the city or county that sold the abandoned property in accordance with its local ordinance.

Note: No title fee or taxes are required when applying for a Junking Certificate.

Applications, supporting documents and applicable fees **must be mailed** to the MISSOURI DEPARTMENT OF REVENUE, DRIVER AND VEHICLE SERVICES BUREAU, 301 W HIGH ST, PO BOX 100, JEFFERSON CITY MISSOURI 65105-0100.